



QUEENS
COLLEGE
LIBRARY

Adjunct Arts, Design & Media Studies Librarian Job Description

Job Title: Adjunct Arts, Design & Media Studies Librarian

Job Classification: Non-Teaching Adjunct (NTA)

Job Description: This is a part-time position at Queens College Library (QCL), City University of New York. As a member of the Library Faculty this public services position reports to the Chief Librarian & Chair, through a coordinating or supervising librarian as appropriate.

Responsibilities:

Participates in core librarianship and teaching functions:

- Serves as a subject specialist for several subjects: Art History, Design, Photography & Imaging, Studio Art, Media Studies, Film Studies, Advertising
- Provides research & reference assistance in-person, online, and hybrid
- Participates in our instruction program by teaching sessions for ENGL 110, assigned & related subjects, workshops, presentations, tours, etc.
- Develops subject-based learning objectives and instruction materials
- Participates in resource development (e. g. collection development, guides, etc.) and outreach in assigned and related subjects
- Works in collaboration with library colleagues who provide specialized resources and services
- Creates digital and physical exhibits showcasing resources in assigned and related subjects, collaborating to support exhibits & events
- Works collaboratively on collections projects, including resource assessments, resource weeding & relocating, etc.
- May supervise part-time support staff
- Participates in relevant teams, performs other duties as needed

Minimum Qualifications:

Master's in Library Science (MLS) or Master's in Library Information Studies (MLIS), or in a closely related discipline from an ALA-accredited institution. Also required is the ability to teach successfully, and to work with others for the good of the institution.

Preferred Qualifications:**Librarianship & Teaching:**

- One semester's experience providing library research/reference service
- One semester's experience doing library instruction, or teaching

Subject Knowledge & Skills:

- Undergraduate degree related to the position's subjects
Familiarity with digital resources and search strategies related to the position's subjects

Employment Terms:

- This part-time position is for about 15 hours per week, for a total of 225 hours for the Spring semester, and is renewable on a semesterly basis, subject to evaluation
- Evening/weekend hours may be required to ensure service operations
- This is an in-person position that requires working on-site

Compensation Range:

- \$50.31 to \$54.45 per hour (Adjunct Lecturer)

How to Apply:

To express your interest, submit the following three items:

1. One-page cover letter
2. Resume
3. Names & Contact information of two professional references

Email the information to library@qc.cuny.edu with the subject line "Adjunct Arts, Design & Media Studies Librarian." Review of applications begins **January 31, 2025.**