



QUEENS  
COLLEGE  
LIBRARY

## **Substitute Electronic Resources & Subject Specialist Librarian** Job Description

**Job Title:** Substitute Electronic Resources & Subject Specialist Librarian  
(Lecturer)

**Job Classification:** Full-time Library Faculty

**Job Description:** This is a full-time substitute 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:**

Electronic Resources (ER) duties:

- As a member of the Collection Management (CM) group, works collaboratively to coordinate Electronic Resources (ER), facilitating collections & discovery functions.
- Manages the full ER life-cycle (e. g. databases, e-books, e-journals, streaming video, etc.) using varied library systems as needed (e. g. Alma, OCLC WorldShare, Springshare, etc.)
- Collaborates with the Acquisitions Librarian through the ER life-cycle (e. g. licensing, purchasing, access, etc.) and serves as their back-up
- Acts as the primary contact for vendor ER acquisitions and helps coordinate the selection, evaluation, and continuance of e-resources
- Collaborates with CM personnel to maintain metadata across systems, manage streaming video platforms, develop best practice workflows for ER policies and procedures, solve access and other issues
- Works with web & digital services to create and maintain ER descriptions and access on Library webpages
- Coordinates ER assessment: cost-usage statistics, reports, etc.
- Promotes ER via communications, trainings, etc.
- Represents QCL on ER-relevant CUNY and regional committees
- Performs other duties as needed

Participates in core librarianship and teaching functions:

- Serves as a subject specialist for several subjects in the liberal arts &

sciences

- Provides research & reference assistance via in-person, online, 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:**

Subject Knowledge & Skills:

- Undergraduate or graduate degree in the liberal arts & sciences relevant to the [college's curriculum](#)
- Familiarity with digital resources and search strategies related to a subject focus in the liberal arts & sciences

Librarianship & Teaching:

- One semester's experience providing library research/reference service
- One semester's experience doing library instruction, or teaching
- One semester's experience in electronic resources or discovery services
- Demonstrated ability to be flexible and to function effectively in an ongoing changing environment like electronic resources
- Demonstrated ability to effectively manage workflow & problem-solve

**Employment Terms for a Substitute:**

- This full-time substitute position is made on a semesterly half-year basis, subject to evaluation, it may be renewable to a total of two years
- Evening/weekend hours may be required to ensure service operations
- Full-time personnel have a hybrid schedule (80% on-site, 20% remote)

**Compensation:**

- Salary Range: \$74,245 - \$79,117(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](mailto:library@qc.cuny.edu) with the subject line "Substitute ER Librarian." Review of applications will begin **January 31, 2025.**

**Dated:** 1/14/25 (JTM)