

Position Announcement: Research Specialist

Linda Hall Library, the nation's largest privately-funded research library devoted to science, engineering, and technology, is taking applications for a Research Specialist. Reporting to the Public Services Manager, the Research Specialist is responsible for the provision of specialized, in-depth, and/or mediated reference service for patrons needing advanced assistance in the use of the Library and its collections. Critical skills include flexibility and the capacity to embrace change in a dynamic and evolving organization and a facility for cross-departmental communications and cooperation.

Responsibilities:

- Provide in-depth research and reference service for patrons needing advanced assistance in the use of the Library and its collections.
- Generate research tools and finding aids to assist patrons in discovery of collection content.
- Provide on-site guidance for the Reference Assistants.
- Offer library orientation and instruction, including Library tours, for classes and other patron groups, as needed.
- Participate in collection development, circulation processes, and resolution of difficult document delivery citations, as needed.
- Other duties as required.

Qualifications and Essential Skills:

- MLS from an accredited library and information science program.
- Three to five years experience in a research library or similar setting.
- Working knowledge of Microsoft Office products, familiarity with Library of Congress classifications; knowledge of ExLibris library automation software; experience working with electronic databases.
- Strong oral and written communication skills.
- Excellent customer service skills.
- Ability to function effectively in a team environment.
- Background in science and engineering and familiarity with at least one foreign language are desirable.

Work Conditions:

- Work is performed in a normal library environment.
- Lifting, handling, gripping, carrying, manipulating, and examining books and bound volumes ranging in weight from 3 to 40 pounds.
- Repetitive overhead reaching, bending, and stooping to return or remove volumes from shelves, pushing and maneuvering book trucks, use of a step stool and library ladder.
- Movement between floors and departments within the library.
- Standing or sitting for extended periods.
- Ability to work outside standard work hours as needed.

For more information, visit www.lindahall.org/employment. To apply, please submit an application (available at <http://www.lindahall.org/employment>), cover letter, resume, and references to personnel@lindahall.org by January 31, 2019.

Linda Hall Library is an "Equal Opportunity Employer M/F/D/V"