

Columbia University Libraries [CUL]: Ask a Librarian Internship

Three (3) Positions Available

The Ask a Librarian Internship program provides current library school students with hands-on experience in several areas of academic librarianship. Interns will work collaboratively with mentoring library staff to assist users with the IM component of the Ask a Librarian service, answering chat (IM) questions from users.

Other projects, such as writing instructional content and creating tutorials, may also be available as time permits. Additionally, interns could be assigned projects pertaining to collection development or provide reference at one of the Libraries reference desks.

Interns will be appointed on a semester basis and may apply to renew the internship for up to one year. Preference is given to candidates who have completed at least 12 credits in an accredited library school program and have already taken their basic reference course.

POSITION AVAILABLE: January 19, 2016 Position is subject to renewal each semester that the incumbent is enrolled in an accredited library school program.

WORK SCHEDULE: Work schedule is variable, but requires at least one evening shift of four hours working remotely and six hours on campus working with a librarian for a total of 10 hours per week. Students select an IM shift as part of the internship. Current evening and weekend hours are Sunday to Thursday, 5pm to 9pm [Sunday hours can vary slightly].

DUTIES: Providing research assistance to individuals and groups via chat (IM). Referring users to appropriate staff from the Libraries. Other projects as assigned by intern supervisor.

REQUIRED: Must be current (or enrolled) graduate student in an accredited library school program during the spring 2016 semester

PREFERRED: Demonstrated effective verbal and written communication skills. Coursework in reference service and completion of at least 12 credits in an accredited library school program. Strong commitment to service. Ability to evaluate, understand, and respond to research questions by utilizing knowledge of library resources. Interest in academic librarianship. Ability to multi-task and work effectively in a face-paced, team environment.

APPLICANT INSTRUCTIONS: Applicants for the Ask a Librarian Internship program should submit the following application, <http://goo.gl/forms/QXoTczBnb4>, and via e-mail, a resume, and at least one letter of recommendation by December 1, 2015 to the Ask a Librarian coordinating team: askalibrarian@libraries.cul.columbia.edu <<mailto:askalibrarian@libraries.cul.columbia.edu>>. Candidates will be notified by mid December.