**Job opening at Loyola University New Orleans, J. Edgar & Louise S. Monroe Library**

**Information Resources Specialist - University Library**

The Information Resources Specialist manages print and electronic journals and packages, and manages books orders through vendor’s website. Develops monthly expenditure reports and usage statistics for annual review of information resources. Manages donations of books and music to the Monroe Library and the government documents collection. Works with others to maintain print collections and order replacements for missing and lost materials.

QUALIFICATIONS: Bachelor’s Degree. Familiarity with library information resources. Computer skills in an online multi-tasking environment. Comfort with the use of technology for data analysis, including demonstrated proficiency with Microsoft Excel. Excellent interpersonal, communication, and writing skills, with clear evidence of ability to interact effectively and cooperatively with colleagues and patrons. Ability to work productively in a team environment. Collaborative analytical and problem-solving skills and initiative. Project planning and implementation skills. High degree of accuracy in complex, detailed work.

PREFERRED QUALIFICATIONS: Academic library experience. Supervisory experience, especially with college-age employees.

**To apply for a currently posted position , please email your resume and cover letter to:**[**resumes@loyno.edu**](mailto:resumes@loyno.edu)**or print an**[**application**](http://finance.loyno.edu/sites/finance.loyno.edu/files/LUNO%20HR%20Employment%20Application_3.pdf)**and mail signed application to:**

Human Resources Department  
Loyola University New Orleans - Box 16  
6363 St. Charles Avenue  
New Orleans, LA 70118

**Please complete our**[**EEO Inquiry Form**](https://secure.loyno.edu/finance/hr/eeo.php)**when applying for the following currently posted positions.**