LIBRARY ASSOCIATE

The Law Library of Louisiana, a division of the Louisiana Supreme Court, is seeking a Collection Services Library Associate. Under the guidance of the Head of Collection Services, the Library Associate will be responsible for serials check-in; processing, filing, and shelving library materials; stacks maintenance; assisting with administrative duties; and some assistance at the Reference Desk. Duties also include assistance with library exhibits and special projects as assigned. Strong communication and interpersonal skills are essential, along with a team-focused attitude, strong attention to detail and the ability to communicate clearly and effectively, and in a timely manner. Must be able to work both independently and as a collaborative team member. Required: Bachelor’s degree and intermediate to advanced Microsoft Office skills. Preferred: at least one year of experience in a library and/or experience with library serials and acquisitions functions. Excellent benefits, including paid parking in the French Quarter. Candidates must pass background check.

Please send résumé and cover letter to hrresumes@lasc.org referencing JOB LIBASSOC2019 in the subject line.

Resumes should be received by July 3, 2019 for consideration. EOE/M/F/V/D.