



Judaica Librarian, Assistant

Frances-Henry Library, Los Angeles, CA

Hebrew Union College-Jewish Institute of Religion is the Reform Movement's internationally recognized seminary, intellectual and spiritual center, and a world renowned research institution. Since 1875, it has trained clergy, scholars, educators, and communal professionals. The preeminent center for the training of an American rabbinate, first to ordain women, institute gender equality, and incorporate innovative scholarship and professional education into its curriculum, the College-Institute represents the highest values of the Reform movement and is the guarantor of the future of liberal Jewish life and learning in North America and beyond.

Job Responsibilities:

- **Public Services:**
 - Assists students, faculty staff and visitors, in person, on the telephone, via e-mail or regular mail in seeking answers to specific questions, using print and electronic resources, both local and web-based.
- **Technical Services:**
 - Catalog as needed in English, Hebrew, and other languages: original cataloging for books, journals, ephemera and rare materials, and copy cataloging.
- **Acquisitions:**
 - Recommends titles for acquisitions; assists in processing.
- **Bibliographic Instruction:**
 - Teach individuals and classes on the use of library resources.
- **Additional Duties:**
 - Other projects as assigned

Qualifications:

- ALA-accredited MLS or equivalent or advanced degree in Judaic Studies
- Substantial knowledge and experience working with cataloging standards and resources such as RDA, AACR2, LCSH, Classification Web, MARC21, and other current and emerging metadata standards.
- Excellent oral and written communication skills.
- Basic reading knowledge of Hebrew preferred; one or more additional foreign languages desirable.

This is an exempt, full-time position. Salary will be based on experience, with an excellent benefit package.

For consideration, interested candidates should forward a cover letter, resume and the names of three (3) professional references to:

Sheryl Stahl
Library Director
sstahl@huc.edu

Hebrew Union College-Jewish Institute of Religion is an Equal Opportunity Employer (EOE) and complies with all applicable laws and regulations regarding equal employment opportunities. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, gender, gender identity and expression, national origin, sexual orientation, disability, or veteran status.