Position Title: Library Technical Assistant for Circulation/Public Services
Department: Klau Library, New York
Location: Hebrew Union College-Jewish Institute of Religion
Brookdale Center
One West Fourth Street
New York, NY 10012
Position Reports to: Library Director/Director of Libraries
Status: Hourly wage, not benefits eligible
Salary: Commensurate with experience

About Hebrew Union College-Jewish Institute of Religion
HUC-JIR is the center of innovation for Jewish life and learning – preparing rabbis, cantors, leaders in Jewish education, Jewish nonprofit professionals, pastoral counselors, and scholars to apply their knowledge, commitment, vision, and expertise to strengthen and transform the Jewish community and larger world. We are the premier Jewish seminary in North America and the academic, spiritual, and professional leadership development center of Reform Judaism. Our students and alumni are leading a Jewish renaissance in North America, Israel, and around the globe as leaders in synagogues, schools, Hillels, hospitals, camps, the military, and Jewish organizations worldwide.

About the Klau Library, New York
The Klau Library of the Hebrew Union College-Jewish Institute of Religion in New York collects and preserves a large selection of resource material supporting the diverse programs and course offerings of the institution in print and electronic formats. The collection houses over 200,000 volumes within a pleasant atmosphere, conducive for learning and research. While rich in materials that envelop the diverse and expansive Jewish experience, the Library collection includes the Kohut manuscript collection (around 100 manuscripts) and the Isaac Offenbach collections (music archive), as well as rare materials that elucidate facets of Jewish practice, history, and civilization, as well as an expansive sheet music collection that highlights Jewish musical cultural riches and development.

About the Position
Reporting to the Library Director/Director of Libraries in New York, the Circulation and Public Services assistance staffs the circulation desk, performs stack maintenance including shelving and re-shelving books, and processes new books and periodicals. This individual will also work closely with the other librarians in New York.
**Duties and Responsibilities**

- Greet and assist patrons at the circulation desk. Patrons should be cheerfully greeted and assisted, in a timely manner, in finding the information they seek.
- Answer and refer telephone calls at the circulation desk.
- Process circulation transactions and follow-up on overdue items.
- Carry out special projects as assigned.
- Shelve books in Klau & Kiev Stacks.
- Shelve books in temporary shelving in Klau Stacks.
- Page books and other items as requested.
- Assist in photocopying and scanning as needed for reference and interlibrary loan.
- Process incoming books and prep for cataloging.
- Pre-bindery prep and post-bindery checking for monographs and serials.

**Essential Attributes**

- Ability to work collaboratively with office colleagues
- Handle interactions/transactions with a wide variety of Library patrons
- Excellent oral and written communications
- Ability to organize, multi-task, and complete projects with time deadlines
- Facility to provide information with clarity, courtesy, and tact

**Minimum Qualifications**

- Excellent communication and customer service skills are required.
- Knowledge of the Hebrew language is preferred.
- Knowledge of library databases is preferred.

**Organizational Relationships**

The Library system of Hebrew Union College-Jewish Institute of Religion strives to collect, preserve and provide access to the record of Jewish thought and experience throughout the ages and to related fields and disciplines. The Library system has a responsibility to support the teaching and research functions of the College-Institute and a special goal to document Reform (Progressive/Liberal) Judaism. Operating through the four campus libraries, the aim is to optimize total resources with a minimum of unnecessary duplication. The main library is the Klau Library in Cincinnati, and includes the Frances-Henry Library in Los Angeles, the Abramov Library in Jerusalem, and the Klau Library in New York City.

**Application Procedure**

For immediate consideration, interested candidates should forward their resume and cover letter to Yoram Bitton, Director of Libraries: ybitton@huc.edu

Candidates selected for employment are subject to background check.

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.