

Visiting Assistant Librarian University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254334>

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Posted Mar. 12, 2025, set to expire Jul. 9, 2025

Job Title	Visiting Assistant Librarian
Department	University Libraries
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 12, 2025
Application Deadline	01/26/2026
Position Start Date	Available immediately
Job Categories	Visiting Professor
Academic Field(s)	Library Sciences (all categories)
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Visiting Assistant Librarian

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Position Information

Position Title: Visiting Assistant Librarian

Department: University Libraries

Posting Link: <https://www.ubjobs.buffalo.edu/postings/47714>

Posting Detail Information

Position Summary

The [University at Buffalo Libraries](#) are accepting applications in a continuous recruitment effort to fill current and future Visiting Assistant Librarian positions. These non-tenure track assignments will be filled as full- or part-time positions depending on operational needs. Appointments are expected to last one to three years and are reviewed for renewal on an annual basis. The campus and library unit will vary based on the assignment.

As a Visiting Assistant Librarian, you may perform a variety of duties including:

- Teaching workshops and classes to undergraduate and graduate students within academic departments and for the Libraries.
- Assisting with the Libraries scholarly publishing and open education resource initiatives.
- Surveying, arranging, describing, and processing institutional and manuscript collections according to Describing Archives: A Content Standard (DACS).
- Identifying missing or incomplete accession documentation for collections including, but not limited to, deeds of gift, deposit status, and memorandums of understanding.
- Performing original and/or copy cataloging of material creating holding and item records utilizing OCLC, the international bibliographic utility, and Ex Libris Alma, the library services platform.
- Assisting with bibliographic maintenance duties in Ex Libris Alma including withdrawals of print material, record corrections, and updating of records for collection moves.
- Processing library material acquisitions in a variety of formats.
- Processing patron borrowing and lending requests using OCLCs ILLiad; searching and verifying bibliographic information related to requests.
- Providing reference services to library clientele using print, electronic and web-based information.
- Assisting in facilitating and/or conducting end-user searches.
- Gathering, organizing, and evaluating electronic resource licensing information, adding license

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data into Ex Libris Alma and digitizing paper-based licenses.

The University Libraries is a welcoming multicultural environment that serves an increasingly diverse constituency of patrons. Our employees, services, collections, and policies honor and reflect this diversity and we invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- A masters degree in library and information science from an ALA-accredited institution OR a PhD related to the duties of the position.
- Demonstrated commitment to diversity, equity, and inclusion with the ability to support and enhance a diverse learning and working environment.
- Prior work experience using a cloud-based library services platform such as Ex Libris Alma/Primo or a local integrated library system.
- Must be able to problem-solve and provide analytical solutions using existing guidelines, policies, and procedures.
- Must be able to work independently without day-to-day supervision and function effectively within a team setting.
- Excellent communication and organizational skills.

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Salary Range

\$49,027

Job Type

As needed

Special Instructions Summary

Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.

In your cover letter, please highlight the most relevant qualifications you would bring to this position based on the posting, and tell us how your background, perspective, and experience will help us fulfill our mission and meet our goals.

All candidates who are contacted by the search committee should be prepared to discuss how they see themselves contributing to the University's equity, diversity, and inclusion efforts.

Is a background check required for this posting?

No

Contact Information

Contact's Name: Jesse Meyer

Contact's Pronouns: he/him/his

Contact's Title: Libraries HR Manager

Contact's Email: ublibjob@buffalo.edu

Contact's Phone: 716-645-1318

Posting Dates

Posted: 01/26/2024

Deadline for Applicants: Open Until Filled

Date to be filled:

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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