



Part-Time Assistant Librarian for E-Commerce Publishing Company

We are immediately seeking an exceptional individual to provide support for our digital library operations. Our demand for academic reference consultations is growing, and we need a Part-Time Assistant Librarian to ensure quality, timely customer service. The ideal candidate possesses the tenacity required for academic reference, a natural talent for organizing information, a commitment to superior customer service, an eagerness for ongoing process improvement, and a passion for excellence. The assistant librarian will assist our Digital Librarian 10-15 hours per week, on both Reference (primary) and Metadata (secondary) projects. This will be an ideal opportunity for someone who is looking to increase their library reference and metadata management skills. The position is Part-Time with flexibility on scheduling and number of hours available.

If you are extremely customer- and detail-oriented and want to be part of a tight entrepreneurial team, this might be your chance. Students in ALA accredited MLIS programs are encouraged to apply. Please note that we are looking for someone *to work out of our San Diego office*, not remotely.

Qualifications:

- MLIS from an ALA-accredited program (or current enrollment in program).
- Broad familiarity with college-level curriculum; ability to service the Humanities, Social Sciences, Business, and other disciplines.
- 1+ year of experience (preferred) providing Reference services in a library setting and executing search strategies.
- Demonstrable experience (preferred) using Excel and Acrobat in a professional setting; experience with higher education or the publishing industry a plus.
- Must be a fast learner with outstanding problem solving skills and ability to learn new software quickly.
- Must possess exceptional attention to detail.
- Professional demeanor, strong interpersonal skills, and clear and effective written communication skills.
- Strong organization and time management skills.

Position Details:

- **Part-time position** with hours ranging from approximately 10 to 15 hours per week depending on the volume of work and the time of year. If you are a student, we will work within your class schedule as needed.
- Academic Reference: Recommend high quality, topically relevant, and audience appropriate readings from our Digital Library, to our professor clients who are editing textbook anthologies and course packs.
- Metadata / File Management: Clean and crosswalk metadata from our publisher partners and manipulate PDF files for import into our Digital Library.
- Other projects may be assigned as needed.

Cognella offers all of our team members a stimulating and entrepreneurial work environment in Sorrento Valley, great colleagues, and the opportunity to help shape their position. This position will provide a variety of challenging projects for someone who would like to work on diverse aspects of librarianship and enhance their reference skills.

Start Date: Immediate

Status: Part-Time, Hourly

Reports To: Senior Marketing Manager

Location: This position is based out of our corporate office located in the Sorrento Valley area of San Diego, California (one mile north of UCSD). Relocation assistance is not available for this position.

Compensation: \$16.00-18.00 per hour, DOE

To Apply:

If you'd like to be considered for this role, please submit the following items to careers-marketing@cognella.com:

- Resume
- Cover Letter
- If currently a student, please include course transcript

All submissions will be held in confidence.

Cognella, Inc. is an Equal Employment Opportunity (EEO) employer

Recruiters, please do not contact this job post.

