

MLIS SKILLS AT WORK

A Snapshot of Job Postings
Spring 2017

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INFORMATION

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Introduction

The San José State University (SJSU) School of Information's "MLIS Skills at Work" report is an annual snapshot analysis of the latest career trends for information professionals. This report explores the career opportunities for individuals who hold a Master of Library and Information Science (MLIS) degree.

Data was collected between February and March 2017 through a survey of job duties and qualifications from 400 recent job postings for library and information science (LIS) professionals, sourced from both general and LIS-specific job search sites.

Analysis of the data reveals insights about the current job market and how it is trending, and can help LIS professionals and students prepare themselves to engage in this market either as a job candidate or a hiring decision-maker.

Audience

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It is our hope that this report will be useful for:

- Future students who may be exploring career paths for information professionals
- Current students getting ready to enter the job market
- Practitioners who are considering how they might expand their career options
- Information center leaders, who are creating and recruiting for tomorrow's jobs

Trends Overview (1)

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- Higher education/research institutions and public libraries continue to be the largest employers, but at a slightly smaller percentage (62% of 2017 postings versus 64% in 2016) overall
- However, other employer categories are starting to substantially increase their LIS recruiting and job opportunities; for example:
 - Corporate/business employers increased their job postings by 50% between 2016 (8%) and 2017 (12%)
 - Government/military employers expanded their job postings from 7.5% (2016) to 9% (2017), an increase of 20%

Trends Overview (2)

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- As with the 2016 report, the most in-demand skill set across all jobs was “Communication/Interpersonal Skills”
- Knowledge of “Integrated Library Systems/Software/Technology Experience/Management” is becoming an increasingly sought-after skill, moving to #2 on the desired-skills list from #15 in 2016
- Emphasizing the team-focused nature of LIS work, “Collaborating and Liaising” was the most frequently listed job duty
- Having an MLIS continues to provide a job-hunting edge: more than two-thirds of job postings either required or preferred candidates with an MLIS

Trends Overview (3)

- Additional specialized knowledge is considered an asset by many employers hiring information professionals, for example:
 - Positions with law firms often required a JD in addition to either a required or preferred MLIS
 - Medical/pharmaceutical/scientific employers, special libraries, and academic libraries specializing in these fields often called for candidates to have experience or an academic background in those areas
 - Similarly, theological institutions and music libraries required or preferred candidates to have a background in religious studies or music and often a second language, respectively

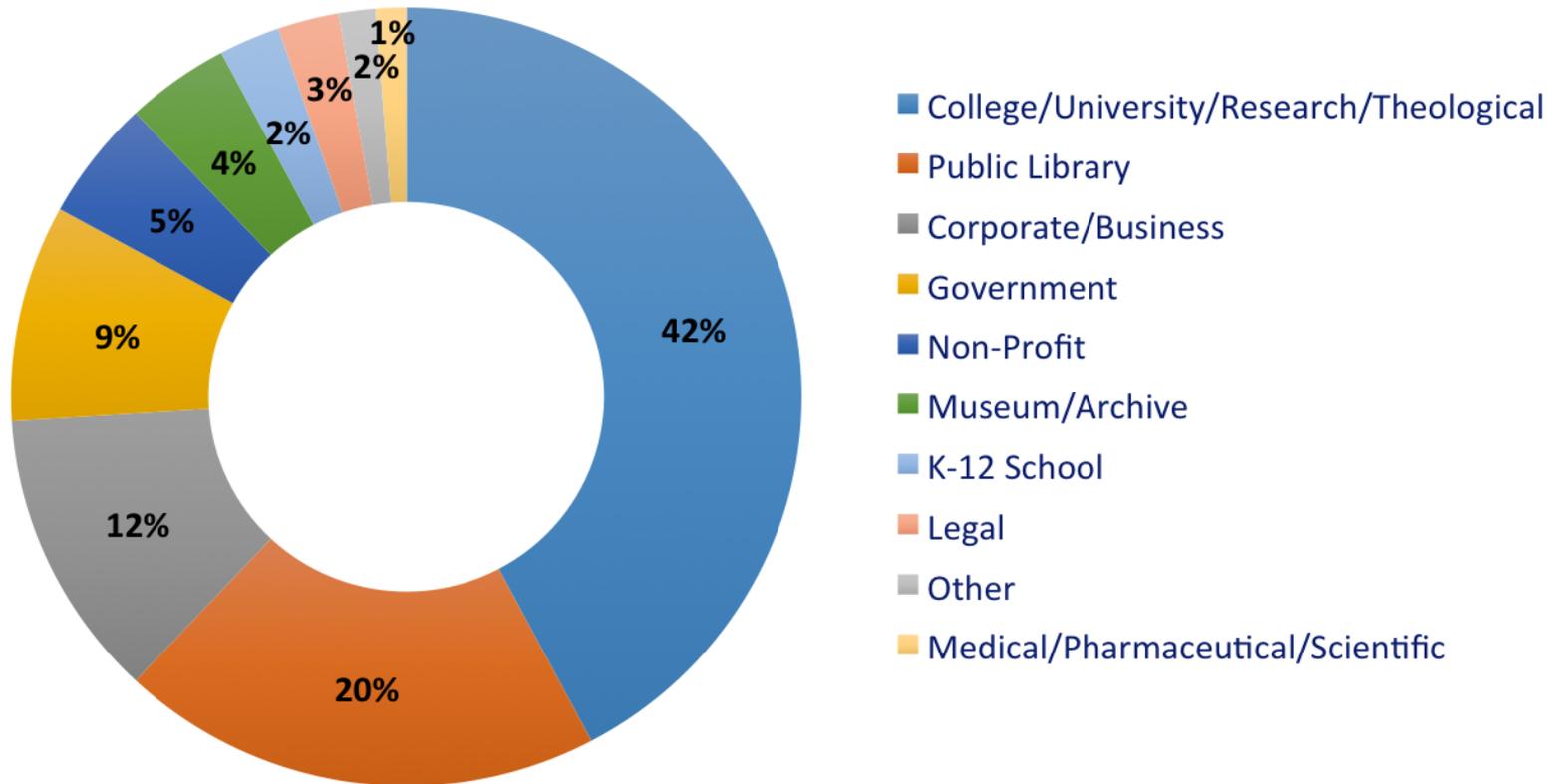
Data Analysis and Presentation of Findings

The following nine slides address these key data points:

- Employer Types
- Representative Job Titles
- In-Demand Skills
- Job Duties
- Tech Duties as Percentage of Job Requirements
- MLIS Requirement
- Job-Specific Experience Requirements

Employer Types

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Higher education/research institutions and public libraries made up 62% of the postings, but at 12%, corporate/business employers also offer substantial opportunities for LIS professionals.

Representative Job Titles (1)

The following list of representative job titles is indicative of the diverse ways LIS knowledge is being applied:

- Application Developer
- Archivist (Archive Assistant; Archival Digitization Specialist; Curator of Archives; Digital Archivist; Lead Processing Archivist)
- Cataloging (Cataloger; Cataloging and Metadata Librarian; Music Cataloger; Principal Cataloger and Linked Data Strategist)
- Collection Care Technician
- Communications Specialist/Writer
- Conflicts Analyst
- Curator of Oral History
- Digital Initiatives Program Manager
- Document/Data Control Analyst

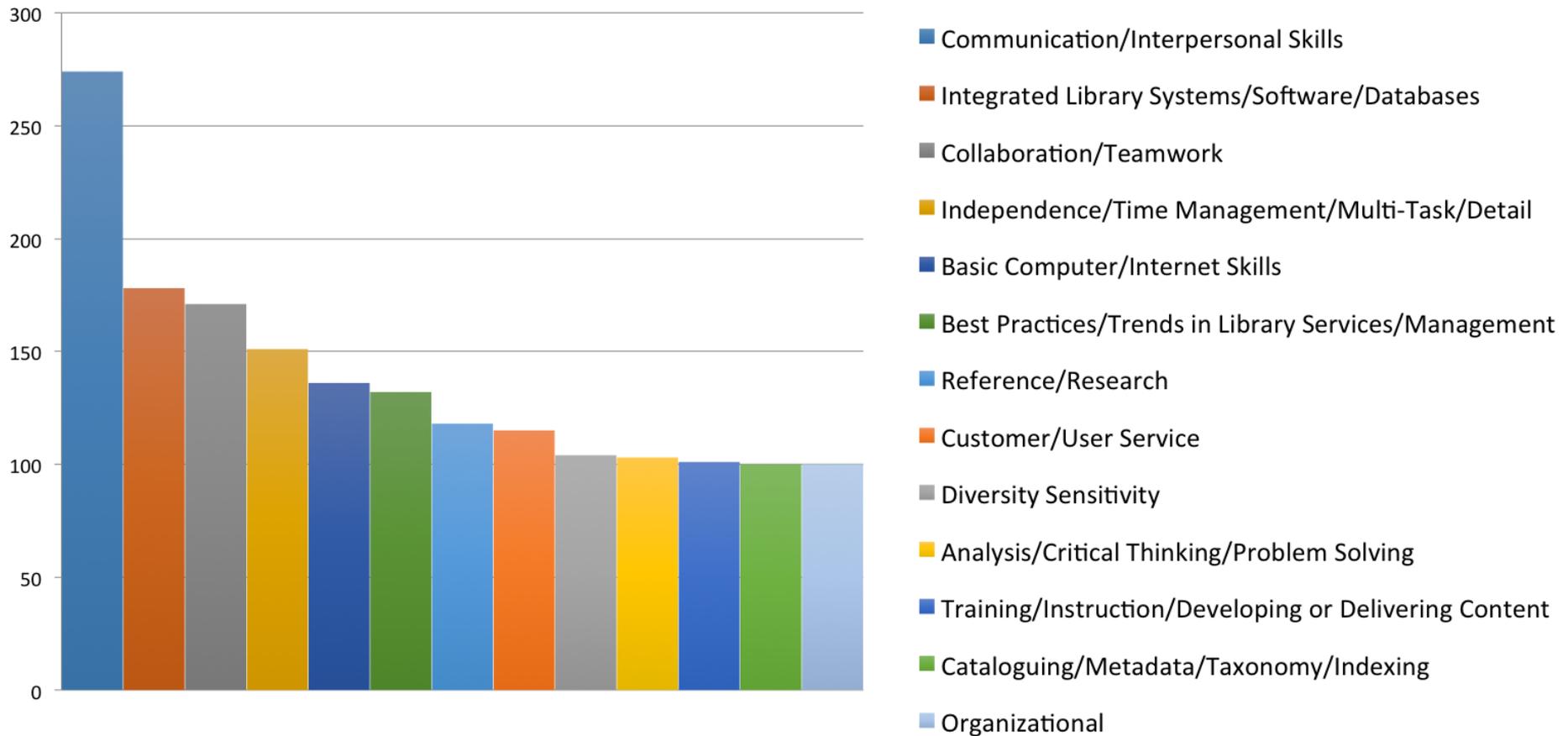
Representative Job Titles (2)

- Emerging Technology Librarian
- Information Technology Specialist
- Knowledge Center Head of Operations
- Librarian (Access Services Librarian; Business Librarian; Children's/ Youth Librarian; Library Page/Associate/Assistant/Technician; Medical Librarian; Reference Librarian; Special Collections Librarian; Technical Librarian)
- Library Product Manager
- Litigation Intelligence Analyst
- Production and Marketing Specialist
- Technology Hub Administrative Staff
- Workflow Analyst/Programmer

In-Demand Skills

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Skills Most Desired by Employers



Representative Specialized Skills

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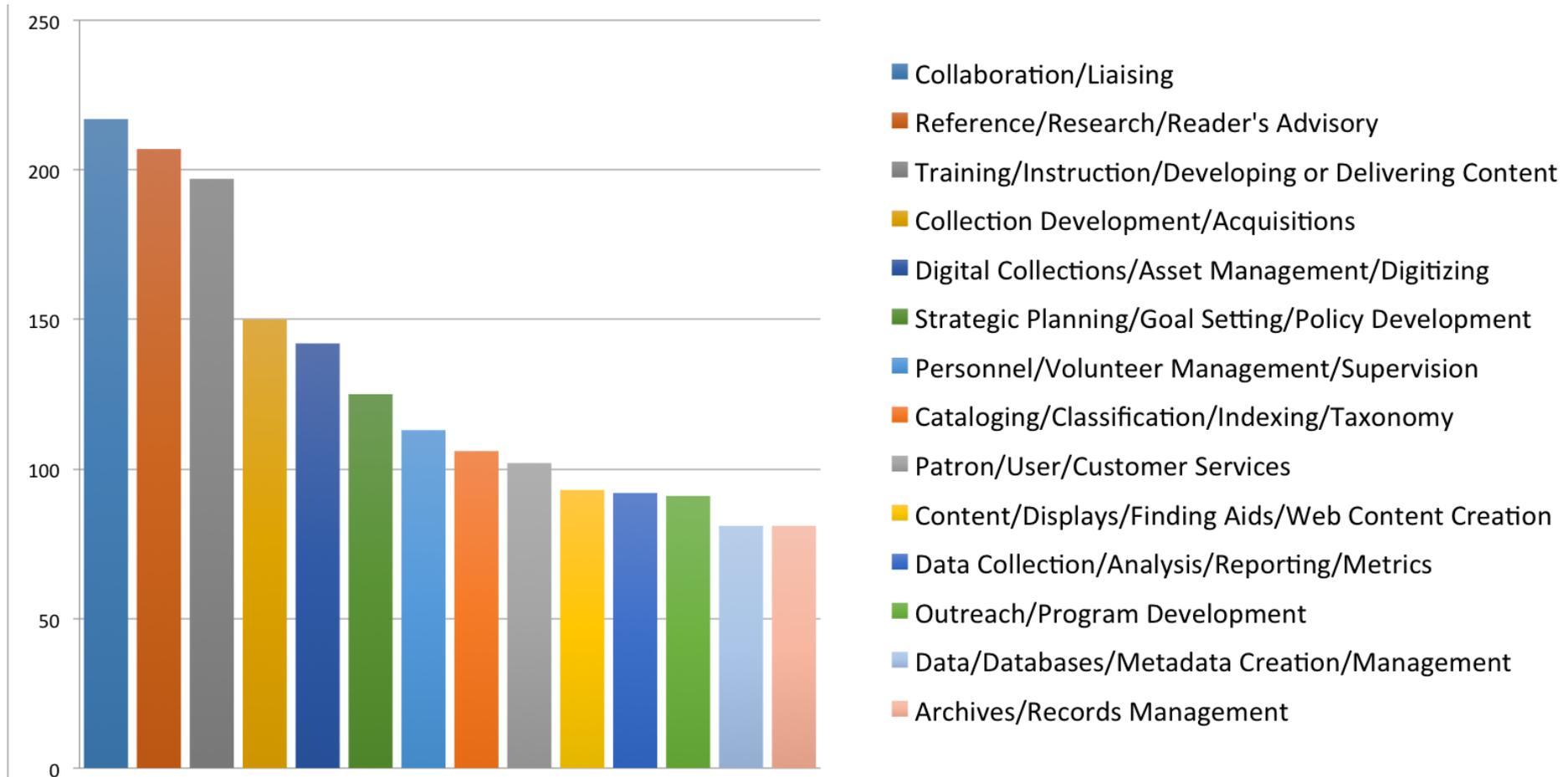
These more specialized skills/duties occurred throughout the job listings (cited most often were **Copyright Expertise** and **Instructional Design**):

- Accessibility/Assistive Technologies
- Art Curation
- Audio/Visual Preservation
- Business Analysis
- Children's Literature
- Classical Music/Music History
- Communications/Design
- Competitive Intelligence
- Copyright Expertise
- Digital Humanities
- GIS
- Grant Writing/Management
- History Research
- Instructional Design
- Legal Research
- Literacy
- Marketing/Media Strategy
- Medical Device Regulatory Compliance
- Rare Materials Preservation
- Scholarly Publishing
- Science/Health/Pharmaceutical Research
- Social Media
- Statistical Software
- Storytelling
- Systems Administration
- Theology

Job Duties

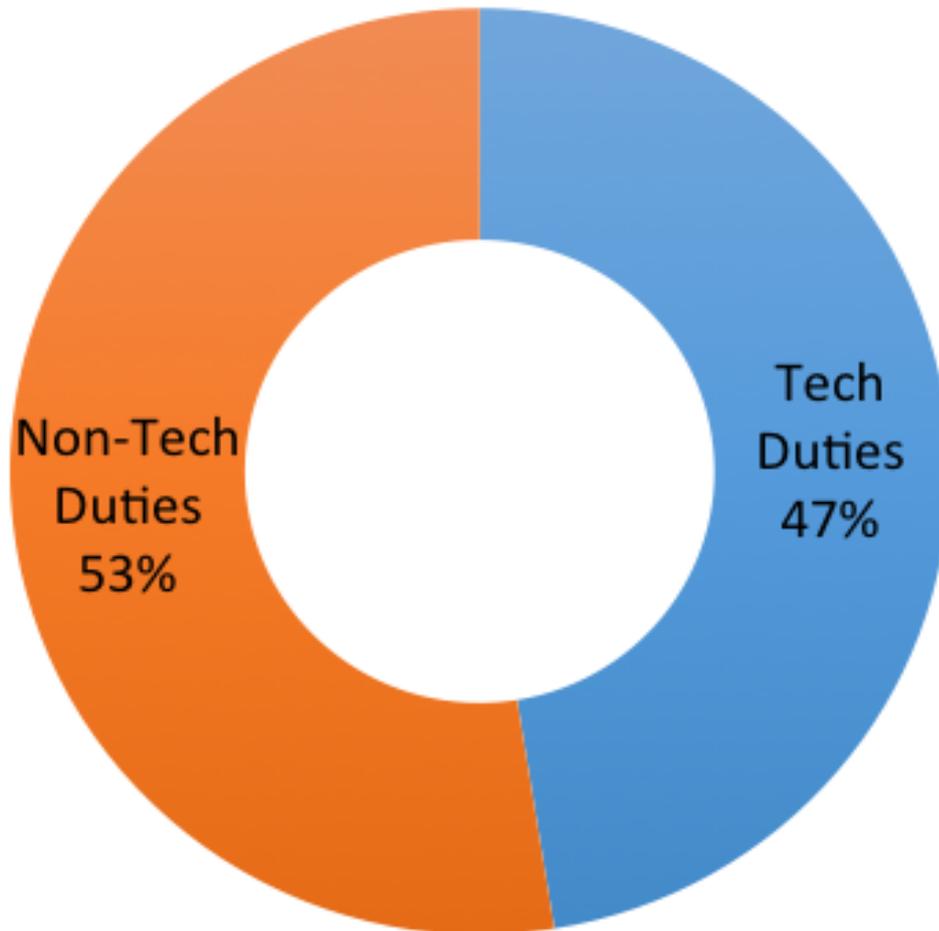
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Most Frequently Listed Job Duties



Technology Duties as Percentage of Job Descriptions

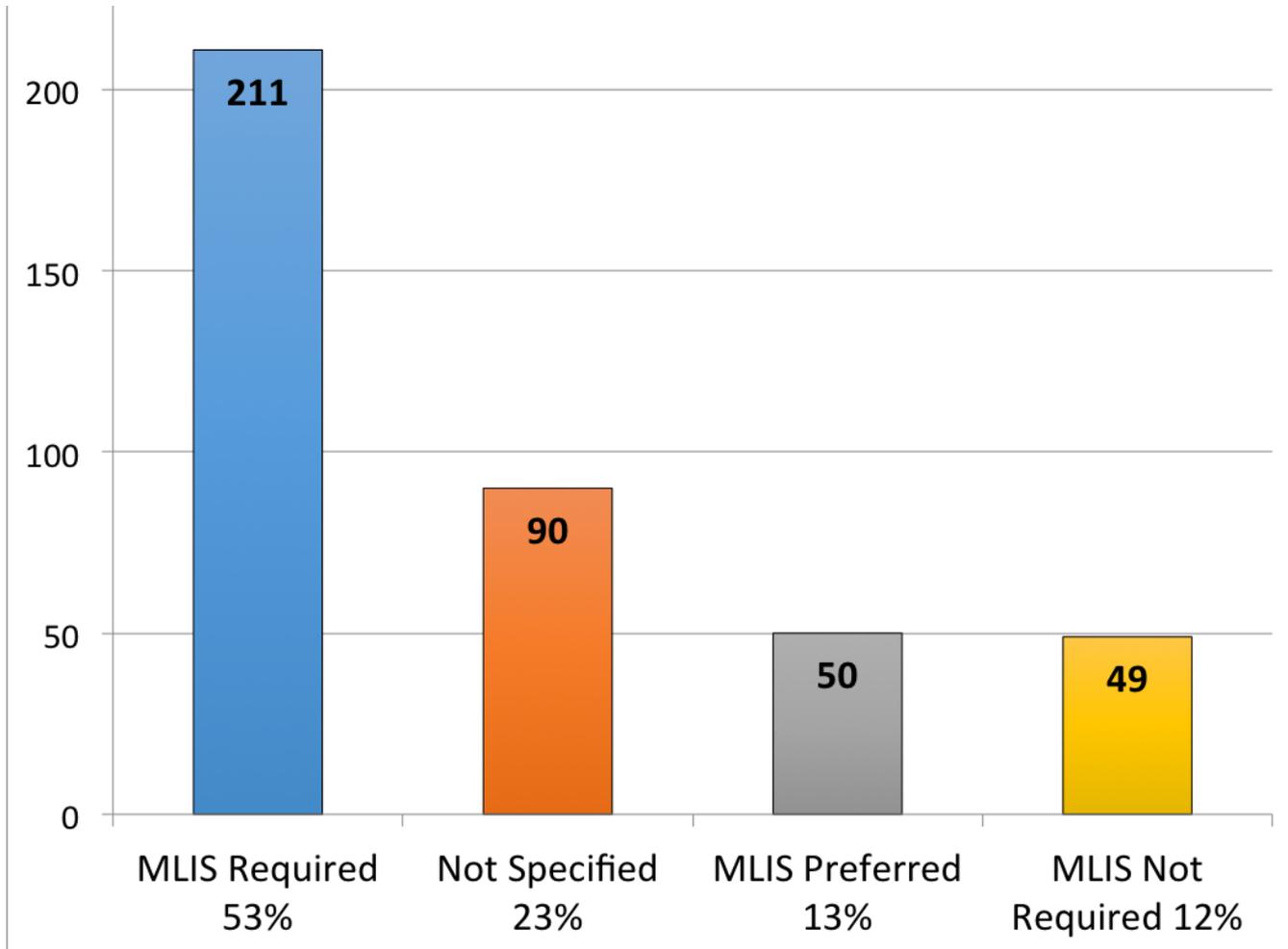
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Nearly half of all duties found in the job postings related to technology work.

MLIS Requirement

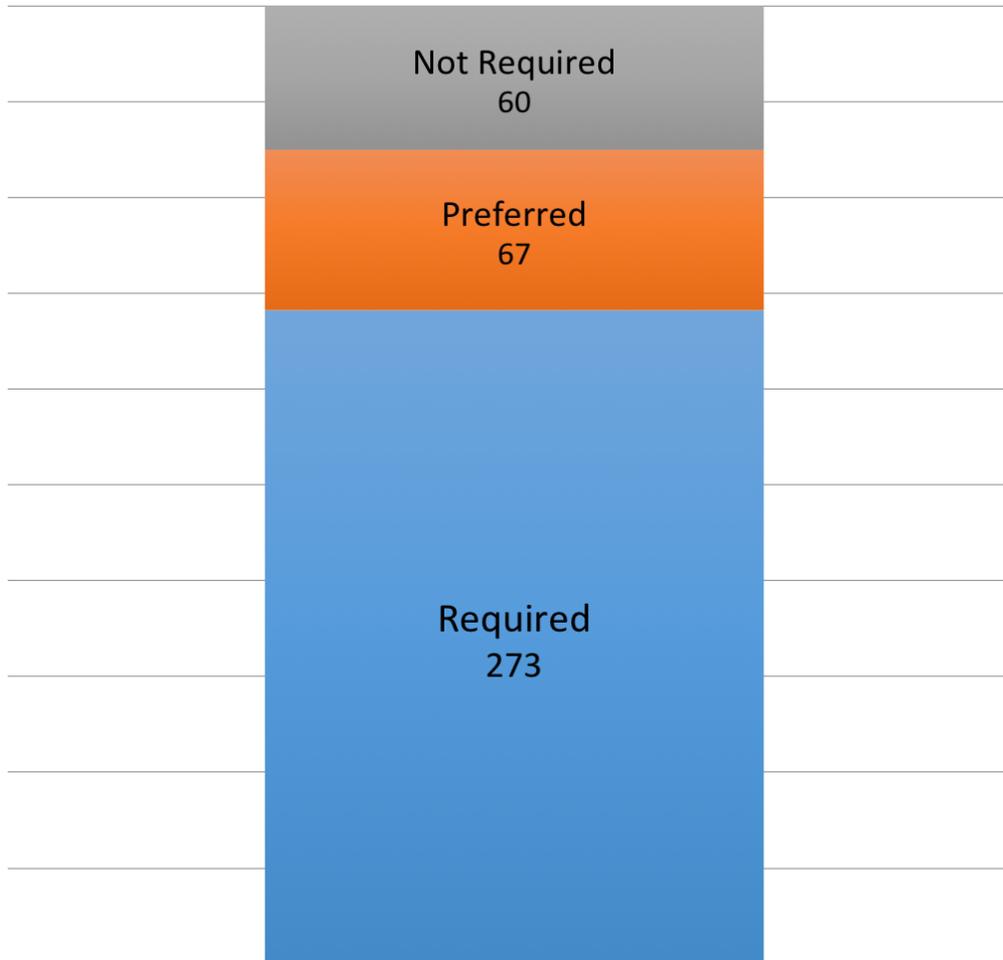
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More than two-thirds of job postings either required or preferred that candidates have an MLIS degree.

Job-Specific Experience Requirements

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Experience directly related to specific job skills and/or duties was highly sought after by employers. However, that experience might come from previous jobs, or from course work or volunteer activities that demonstrated job-specific competence.

Relationships:

Representative Job Titles, Duties, and Skills

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The following 14 slides present specific job titles, duties, and skills filtered from job postings and categorized by both key functional areas and organization type.

This data snapshot provides a representative sample of current LIS employment opportunities, demonstrates the diversity of responsibilities associated with current jobs, and highlights desired skills and competencies.

Many of the jobs listed here could be categorized in more than one functional area; categories were chosen based on a subjective analysis of the main functional area represented by the job, as well as an attempt to get a wide variety of job titles for each category.

Collection, Cataloging, Circulation

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Sample Job Titles

- Special Collections Project Cataloger
- Metadata Writing and Quality Control
- Electronic Resources and Serial Librarian
- Geospatial Information Librarian
- Spanish Cataloger
- Collection Development Librarian
- Cataloging and Database Supervisor
- Librarian (Cooperative Cataloging Program Specialist)
- Collections Manager
- Technical Services Manager/Cataloger
- Chair, Cataloging and Discovery Services
- Assistant Director of the Library for Technical Services
- Cataloging and Metadata Librarian
- Electronic Resources Librarian
- System Campuses Catalog and Liaison Librarian
- Map Librarian

Sample Job Duties

Sample Job Skills

Original and complex cataloging	Experience with institutional repository platforms
Metadata writing and quality control for archival videos	Descriptive cataloging or metadata for video, film, or born-digital moving images
Integrate GIS and data visualization tools and techniques	Knowledge of LC classification, LCSH, MARC formats, AACR2 and RDA
Manage the library map collection	Space planning for physical and digital archival collections
Catalog training	Electronic resource licensing and management
Update collection development policies	Familiarity with OCLC Connexion
Purchasing, cataloging, and processing materials	Understanding of linked data principles, including RDF and ontologies
Create descriptive metadata	Experience with data visualization tools
Create bibliographic records	Familiarity with copyright, fair use, and other intellectual property issues as these pertain to e-resources

Reference and Research

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Sample Job Titles

- Reference Librarian
- Information and Research Services Manager
- Research Librarian
- Humanities Librarian
- Head of Library Research Services
- Assistant Director Research and Access
- Instructional Services and Reference Librarian
- Information Research Specialist, Knowledge and Library Services
- Librarian, Reference & Cataloging
- Assistant Professor of Library Science/Reference Services Librarian
- Reference Specialist
- Librarian (Manuscript Reference Librarian)
- Reference & Scholarly Communication Librarian

Sample Job Duties

Sample Job Skills

Provide competitive and business intelligence research and analysis	Ability to synthesize research into concise written summaries
Assist patrons in utilization of library resources through information literacy instruction	Ability to work under periods of occasional stress resulting from peak periods of patron service requests
Provide reader advisory services	Knowledge of e-resources
Develop reference and research guides	Ability to incorporate emerging technologies into research support
Administer the digital repository	Excellent customer service
Research assistance and support	Able to work collaboratively with staff
Develop library initiated reference instruction	Knowledge of major online databases
Contribute content to self-help tools and information products	Knowledge of integrated library systems and library applications
Answer remote reference queries	Demonstrated research skills
Collaborate with faculty to design research/information literacy learning opportunities	Familiarity with Library of Congress, as well as LibGuides and Camtasia or other Screencasting software
Promote research/information services	Knowledge of open information resources

Instruction and Outreach

Sample Job Titles

- Instructional Services Librarian, Coordinator of Access Services
- Research & Instruction Librarian
- Literacy Trainer
- School Librarian
- Business Resource Coordinator
- Project Specialist for Business Outreach, Workforce Development & Library Technology
- Instructional Design Librarian
- Continuing Education Consultant
- STEM Teaching and Faculty Outreach Librarian
- Associate Library and Digital Media Specialist
- Assistant Professor of Library Media/Instruction/Early-Experience Librarian
- Continuing Education Consultant
- Head of Instruction and Learning
- Online Instruction Librarian
- Children's Librarian

	Sample Job Duties	Sample Job Skills
	Initiate, plan, and conduct programs and activities to encourage the use of the library	Ability to network effectively, build and foster relationships, collaborations, and partnerships
	Research, develop and instruct information literacy classes	Extensive working knowledge of Apple devices
	Develop online learning materials	Expertise in project planning, management, and evaluation
	Develop outreach activities and communication to promote library resources and services	Current/emerging trends in information literacy instruction and technologies
	Deploy emergent technologies into instruction and learning	Experience in developing effective library instructions sessions
	Plan annual continuing education program for public and academic library staff	Ability to support and value the efforts of ongoing cultural community projects and events
	Develop training sessions on available databases for workforce development	Familiarity with electronic and traditional information sources
	Lead development of research training and library-experience delivery	Excellent organizational, communication, interpersonal skills and attention to detail
	Develop and deliver information and digital literacy instruction	Can communicate clearly and effectively with adults and children

Management and Administration

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Sample Job Titles

- Associate Dean for Human Resources
- Library Development Officer
- Head of Reference and Information Literacy
- Director, Library Collections
- Children's Library Supervisor
- Copy Cataloging Manager
- Library Director
- Senior Library Manager
- Director, Health Science Library
- Scholarly Communications Librarian
- Librarian IV (Branch Manager)
- Library Learning Resource Center Director
- Director of Library Services
- Branch Manager
- Librarian

Sample Job Duties

Sample Job Skills

Develop an annual operating budget	Knowledge of emerging technologies
Provide leadership and strategic direction	Conducting oral presentations/speaking in public
Lead the preparation of funding proposals and grant applications	Ability to support, mentor, and develop staff and faculty
Manage a complex group of professional staff	Strong leadership, management, and organization skills
Analyze library service requirements and plan for equipment, facilities, and staffing	Ability to work with diverse populations and varying education levels
Oversee repairs and maintenance of library facility	Demonstrated successful project or team management
Collaborate with the faculty and other librarians	Expertise in fiscal management
Coordinate external library access to multi-type regional network and statewide services	Strong leadership qualities, with the ability to inspire staff, the board, and the community
Build and sustain relationships with partners and community	Demonstrated vision for the uses of emerging technologies
Coordinate library services, collections, and technology initiatives	Skill in organizing resources and establishing priorities

Archives and Preservation

Sample Job Titles

- Archives and Special Collections Manager
- Video and Post Production Specialist
- Archivist
- Assistant Head of Archives Research Center
- Project Archivist
- Assistant Labor Archivist
- Public Services Librarian (Center for Southwest Research/Special Collections)
- Commissioner/State Librarian
- Special Collections Access Archivist
- Data Management Specialist
- Archives & Special Collections Librarian
- Collections Archivist
- James D. Bales Papers Project Archivist
- Assistant Research Scholar Project Archivist

Sample Job Duties

Sample Job Skills

Provide instruction in use of special collections and archival resources	Knowledge of preservation and conservation
Oversees preservation projects concerning tapes in the archive	Knowledge of scanning techniques and digital file formats
Create finding aids for researchers	Familiarity with archives and public records issues
Ensure material is physically housed according to preservation standards	Knowledge of automated archival collections management systems
Maintain the library archives and assist the general public with reference requests	Demonstrated knowledge of XML schemas and the use of XML editors
Process archival records and prepare series descriptions	Strong project planning, management, and execution skills
Develop arrangement and description plans for incoming collection items	Established record of donor relations, event planning, public history and public relations
Collaborate with cataloging staff and IT systems manager	Knowledge of USMARC format and Encoded Archival Description (EAD)
Evaluate and implement methods, tools, and systems related to preserving born-digital content.	Understanding of issues related to digitization and digital records management and archiving

Web and Social Media

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Sample Job Titles

- Web Services Librarian
- Medical Librarian
- Head of Children's Services
- Training Knowledge Management & Portal Administrator
- Principal Librarian
- Web Services Librarian
- Reference and Digital Humanities Librarian
- Medical Librarian
- Librarian II (Web Development Librarian)

	Sample Job Duties	Sample Job Skills
	Manage the Library's website and advance its social media presence	Website management and development experience
	Develop plans, goals, communications strategies and metrics for OSPB social media feeds including Twitter, Facebook, and Pinterest, among others	Experience creating, editing, and managing collaborative SharePoint sites to coordinate operations, documentation, and training
	Contribute content to the Library's newsletter, website, and social media platforms	Ability to handle multiple tasks simultaneously and shift priorities as directed
	Provide primary web application development support for the library	Experience creating and maintaining web based content management tools such as LibGuides
	Assist in the creation and maintenance of web based content management tools	Demonstrated proficiency with Drupal and/or other PHP-based content management systems
	Liaise with the Virtual Services team	Experience with basic HTML coding and ability to manipulate code
	Administer all aspects of the Defensive Cyber Operations web presence, including development and refinement of the current SharePoint instances	Familiarity and proficiency with current technologies and social media platforms relating to children's library services

Emerging Technologies

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Sample Job Titles

- Cloud Support Team Lead
- Database Engineer/Project Manager
- Research Support Data Specialist
- Metadata and Systems Librarian
- Systems Librarian
- Digital Initiatives and Technologies Librarian
- Information Technology Director
- Information Research Specialist, Knowledge and Library Services
- Directory of Library Technology and Data Management
- Head of Information and Digital Services
- E-Resources and Collection Assessment Librarian
- Senior Library Applications Developer
- Manager, Intranet Knowledge Services
- Digital Assets Librarian
- GIS Library Resident
- Integration Specialist
- Knowledge Systems Manager

Sample Job Duties

Sample Job Skills

Develop and deliver geospatial technology training	Knowledge of issues and technical challenges related to data curation
Create infrastructure to support the data management lifecycle	Experience with XML, RDF, and one or more metadata schemas
Design/maintains repository collections using the Fedora Commons architecture	Understanding of HTML, CSS, IP, URL and multiple web browsers
Evaluate and recommend emerging technologies	Programming and data manipulation techniques
Support the integration of metadata across a variety of library and archive applications	Understanding of user interface best practices, web application design, and usability
Maintain/repair library technology systems	Experience supporting and/or configuring enterprise library systems
Lead the development of JIRA Story tasks and Confluence artifacts	Demonstrated creativity and innovation in applying technological solutions
Develop, deliver, evaluate and improve digital services	Knowledge of educational resources on the deep and open Web
Systems design and integration with library infrastructure	Web development, design, frameworks, and standards
Strategize the Libraries' presence in a future digital environment	Discovery tools and metadata practices supporting discovery

Corporations and Business

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Sample Job Titles

- Senior Manager
- Research Analyst
- Associate Cataloging Bibliographer
- Project Manager
- Data Analyst
- Digital Archivist
- Project Manager for Inventory Management
- IC Records Analyst
- Research Analyst
- Library Specialist
- Referencing Services Specialist
- Librarian Library/Information Specialist
- Content Integration Librarian

	Sample Job Duties	Sample Job Skills
	Obtain copyright permissions for hard-to-clear documents	Communicates well both verbally and in writing
	Provide customized research services using business, news, and financial information databases	Experience in a reference and research services department within a consulting/financial environment
	Integrate multiple taxonomies and ontologies as well as RDF and semantic web technologies with existing data structures	Familiarity with enterprise collaboration platforms like SharePoint and content management systems like Drupal
	Use e-book aggregator websites to catalog electronic resources	Proficiency using citation databases such as PubMed
	Serials and binding preparation	Good listening skills
	Assess information needs of client groups and design/implement services to meet those needs	Experience cataloging with knowledge of MARC format for bibliographic controls
	Oversee ILL (Interlibrary Loan) and document delivery services	Experience with OPM filing guidelines for Official Personnel Files
	Assist with data migration and maintain accession workflows for e-records and digital assets	Knowledge of information resources, tools and delivery methods
	Examine and evaluate records-management systems	Knowledge of digital archives theory and practice

Special Libraries

Sample Job Titles

- Assistant Research Scholar: Cold War Collection Specialist
- Reference Librarian (law)
- Reference Librarian and Spanish Language Specialist (Theological)
- Wine Librarian
- Physics and Astronomy Librarian
- Art Librarian
- Head of Processing and Special Collections Management
- Library Operations Manager (collection for the blind)
- Curator of Shakespeare and Performance
- Medical Library Coordinator
- Research Specialist
- Digital Learning Librarian (College of Music)
- James Lenox Librarian (Theological)
- Program Specialist
- Library Supervisor (law)

Sample Job Duties	Sample Job Skills
Promotes the use of library services	Aptitude for learning data management and manipulation
Develop and implement metadata standards for digitized and born-digital special collections materials	Ability to analyze organizational and operational problems and develop solution using analytical methods to improve programs and processes
Provide reference service, including live chat	Proficiency in caring for rare and fragile primary research material
Develop a processing plan, access plan, and policies for archives management	Preservation and metadata standards for media and electronic records
Maintain exhibition catalog listings	Web development, design, frameworks, and standards
Make and maintain positive ongoing relationships with external groups	Knowledge of ADA, visually impaired and hearing impaired patrons and disabilities
Collaborate on major acquisitions	Savvy at public relations
Supervise the library's circulation, interlibrary loan, reserves, and collection maintenance	Understanding and experience with current archival records management technology and tools
Develop/teach/supervise in-service training programs	Expertise in the use of Endnote, Refworks, Zotero, etc.

K-12 School Libraries

Sample Job Titles

- Librarian
- Librarian/Elementary
- Media Specialist/Librarian
- Library Media and Technologist Specialist
- Library Media Specialist
- Media Specialist
- Director of Library and Media Service

	Sample Job Duties	Sample Job Skills
	Assist teachers in preparation of bibliographies and curriculum guides	Ability to instruct and manage student behavior
	Coordinate library instruction with class assignments, workshops, and one on one instruction	Effective communication skills
	Manage circulation of library media center materials and equipment	Develop and monitor library budget
	Create an environment conducive to quick accessibility, good study habits, and development of proficient media users	Demonstrated knowledge of technology use and integration for classroom purposes
	Assist with the integration of 21st century literacy skills across the curriculum	Knowledge and understanding of library circulation software and materials processing
	Collaborate with school staff in the design of instructional units and lessons	Knowledge of literature and current trends in library media practice
	Provide leadership and direction for the building-level library media program	Ability to work constructively and cooperatively with others

College, University & Research Libraries

Sample Job Titles

- Middle East and North African Studies Librarian
- Electronic Services Law Librarian
- Humanities Librarian for English Literature and Women's and Gender Studies
- Emerging Information Specialist
- Learning Commons Librarian
- Adjunct Faculty – Librarian
- Experience Design Librarian
- STEM (Science) Librarian
- Head of Acquisitions
- Digital Resources and Serials Coordinator
- Health Sciences Librarian
- Research Services Librarian for the Life Sciences
- Reader Services Librarian
- Scholarly Communications and Science Librarian
- Outcomes and Assessment Librarian

Sample Job Duties	Sample Job Skills
Evaluate Library services under program review metrics and recommend improvements	Familiarity with copyright laws, creative commons licenses, and academic publishing contracts
Participate in strategic planning for resource allocation	Collegial, creative, collaborative, enthusiastic, and service oriented
Promote academic work of students, faculty, and staff	Reference services experience
Develop effective library instructions sessions	Familiarity with data management requirements of federal agencies
Coordinate electronic resource management including licensing and policy development	Significant experience with budget development and administrative practices in academic libraries
Provide reference, instruction, and scholarly services to faculty and students with an interest in the Middle East and Africa	Demonstrated creativity and innovation in teaching and the integration of technology into teaching.
Develop open access outreach program to faculty and students	Basic skill in programming applicable to a library environment
Select print and electronic materials for the library collection	Demonstrated strong analytic skills as evidenced through scholarly work
Design, implement, promote and assess meaningful and impactful library user experiences	Knowledge of the electronic resource life cycle and electronic resource management best practices

News and Media Organizations

Sample Job Titles

- Political Media Transcriber
- Supervisor, Metadata Librarian Research Assistant
- Manager, Taxonomy and Metadata
- Solutions Director, Records & Information Management
- Metadata Librarian
- Manager of Archives, Metadata and Asset Management

	Sample Job Duties	Sample Job Skills
	Enter metadata, create new and updated asset records for daily video content	Experience creating and implementing metadata standard, schemas and taxonomies
	Create and apply metadata schemas and indexing to institutional data repositories	Able to learn and use a proprietary digital asset management system
	Quantitative and data management skills, facility with statistically-based reporting, Excel, other database tools	Quantitative and data management skills, facility with statistically-based reporting, Excel, other database tools
	Plan, develop, and administer records management policies to facilitate effective handling of business records from creation to disposal	Firm, broad conceptual understanding of metadata principles and archival and digital collection technologies; ability to apply them to existing and emerging media in a variety of formats
	Conduct research and organize findings for columns and articles	Excellent organization and execution skills
	Perform bibliographic control of both MARC and non-MARC metadata to ensure that they meet local and national standards	Experience with vendor authority control processes, preferably OCLC authorities, and original authority metadata creation
	Plan and implement large-scale metadata management projects	Experience with objects and ephemera re-housing and preservation

Public Libraries

Sample Job Titles

- Business Resource Center Coordinator
- Supervising Librarian
- Children's Services Librarian
- Director of County Library
- Part-Time Entry Level Librarian/Trainee
- Adult Services Librarian
- Zone Manager
- ILS & Technical Services Manager
- Executive Director
- Librarian I - Youth Services
- Assistant Manager, Programming and Outreach
- Assistant Library Director/Facilities Manager
- Librarian III - Branch Services

	Sample Job Duties	Sample Job Skills
	Develop and conduct original, vibrant programming for children	Effectively lead and manage change
	Create and sustain excellent relationships with Friends groups, community groups, and other organizations partnering with the library	Working knowledge of current and emerging library technology, service and programming trends and urban public library issues
	Serve as ILS manager and to lead our technical services section	Adept on a number of social media platforms
	Provide progressive positive vision, responsible leadership and clear direction to the library system	Ability to effectively represent the Library in the community and at public gatherings, as well as speak to public groups
	Provide instruction in the use of various print and electronic resources	Cross-functional collaboration, influencing and consensus building
	Collection development oversight	Bilingual (English/Spanish)
	Market children's collections and services through traditional methods and social media	Ability to conduct complex reference interviews, analyze requests and apply research skills
	Assist in maintaining order and discipline in the observance of library rules and regulations	Ability to plan specific programs such as children's activities, outreach or reference

Museums and Heritage Societies

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Sample Job Duties

Sample Job Skills

Sample Job Titles

- Senior Curator and Director of Collections
- Reference Librarian
- Digital Archival Consultant
- Supervisory Archivist, Time Inc.
- Archive Digital Asset Librarian
- Information Technology Specialist - Exhibitions and Support
- State Agency Records Archivist
- Cataloging and Acquisitions Librarian

Oversee implementation of systems to maintain accurate records of collections, donations, and historically relevant information about the collection	Ability to specify and install interactive display kiosks, audiovisual equipment, and other technology or media-based systems
Provide informed genealogical reference services and referrals utilizing all types of information media	Experience in implementing an institution-wide DAMS, managing metadata, born-digital and digitized media assets
Provide clear understanding of licensing and permissions for web-based digital archives	A deep understanding of collection acquisition and state and federal law impact
Create archival finding aids	Experience working with institutional or organizational materials
Collaborate with key stakeholders to codify and implement digital media asset metadata standards and workflows	Familiarity with archival technical standards and controlled vocabularies
Accessioning, arrangement, description, and preservation of state agency records in all formats	Experience developing programs or other activities that help promote and showcase the library's collection
Coordinate the daily operation and systems administration of the library's ILS-system	Demonstrated experience cataloging in an integrated library system and OCLC

Recommendations for LIS Job Seekers (1)

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- **Don't limit the scope of your job-seeking parameters**
 - Search beyond LIS job sites and postings that specifically call out MLIS or “library” skills.
 - Consider alternative words or phrases to describe specific LIS skills. For example, for “research” consider *business intelligence, competitive intelligence, market research, or market analysis*.

- **Whenever possible, highlight your skills and experience**
 - Get as much LIS-related experience as possible. On-the-job experience is not always required; volunteer work also counts.
 - Participate in an internship.
 - Be sure your resume includes skills and experience learned in classes, and look for opportunities to apply your key skills in some manner (paid or volunteer).

Recommendations for LIS Job Seekers (2)

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- **Highlight your communication and collaboration skills**, by far the most mentioned duties and skills in job postings.
 - Your resume and any correspondence with a potential employer should be polished and professional. Describe successful collaborative experiences you've participated in either professionally or as a student.
- **Don't discount the value of your non-LIS work or volunteer experience.**
 - Most employers want well-rounded and versatile staff with a wide variety of skills, rather than narrowly-focused expertise. Customer service experience is especially valued.

Recommendations for LIS Job Seekers (3)

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- **Demonstrate your commitment to professional growth**
 - Even as a student, participate in activities that demonstrate your dedication to ongoing professional development and be an active member in professional organizations.

- **Experiment and practice with technology**
 - Expose yourself to as many different web tools, applications, and databases as possible. Job listings for a variety of roles call for staff who are comfortable and experienced with information technology beyond Microsoft Office Suite and integrated library systems.

Recommendations for LIS Job Seekers (4)

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- Employers want candidates who are adept at **trend spotting** and skilled at identifying and implementing **new trends and technologies**.
 - Stay current and informed about new developments in the LIS field, as well as general business and technology trends.
- **Reference/research skills** are in high demand regardless of the job type or setting.
 - Hone your skills by knowing how to search in a variety of different databases and familiarize yourself with advanced searching techniques.

Recommendations for LIS Job Seekers (5)

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- **Teaching and training duties** are prevalent in a large number of jobs that are built on LIS skills.
 - Find opportunities to practice training/teaching and developing/delivering instructional content.
- **Specialized skills, knowledge, or experience** can give you an advantage in your job search, particularly in special libraries/collections or industry-specific businesses.
- Search for jobs that match your unique skills, such as a **second language or a medical, legal, musical, or information technology background**.
- **Explore additional LIS career options** via the SJSU School of Information's Career Development resources at ischool.sjsu.edu/career-development.

Methodology Overview

- 400 job postings, representing 43 states plus Washington, D.C., were gathered over an eight-week period during February and March 2017.
- LIS-specific and general job listing sites were visited on a rotating timetable so that postings were collected from each site over a period of time.
- Several new LIS-specific job sites were added to the study this year, including the Art Libraries Society of North America, Library and Information Technology Association, Archives Gig, School Library Journal, and the Association for Information Science and Technology.
- Job listings from any site were excluded if they did not contain any LIS-related duties or skills.

Data Collection

- Searches produced job listings at an assortment of organizations, including biomedical companies, law and consulting firms, and businesses such as Hasbro and Amazon.
- Many of these positions required technology-focused LIS skills, such as database configuration/management, web development, digital and electronic resources management and licensing, content management tools and systems, social media, and data analysis.
- Job listings from a vast array of employers across a number of sectors were, understandably, not consistent in format or vocabulary – especially within the Duties and Skills sections. Throughout this inherently subjective activity, however, every effort was made to ensure the maximum consistency possible.

Data Analysis: Data Points

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For each job listing, the following data points were recorded:

- Employer Name, State, Type
- Position Title, Job Type
- Previous Job-Specific Experience – Required, Preferred, Not Required, Not Specified
- MLIS Degree – Required, Preferred, Not Required, Not Specified
- Degree (not MLIS)/Level – e.g., Bachelors, Masters, etc.
- Other Specific Degrees/Certifications – e.g., JD, Masters in Music
- Position Duties
- Skills Required/Desired

LIS Job Sites Searched

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- **American Assn of Law Libraries**
careers.aallnet.org/
- **American Library Assn**
joblist.ala.org
- **American Theological Library Assn**
atla.com
- **Archives Gig**
archivesgig.wordpress.com
- **Art Libraries Society of North America**
arlisna.org
- **Assn for Information Science & Technology**
assist-jobs.careerwebsite.com
- **Assn of Research Libraries**
arl.org
- **I Need a Library Job (INALJ)**
inalj.com
- **LibGig – an LAC Group company**
lac-group.force.com/LIBGIG
- **Library and Information Technology Assn**
ala.org/lita
- **Library of Congress**
loc.gov/hr/employment
- **Library Systems and Services**
lsslibraries.com
- **Medical Library Assn**
mlanet.org
- **Music Library Assn**
musiclibraryassoc.org
- **School Library Journal**
jobs.libraryjournal.com
- **Society of American Archivists**
careers.archivists.org/
- **Special Libraries Assn**
careercenter.sla.org

General Job Sites Searched

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- **CareerBuilder**
careerbuilder.com
- **Dice**
dice.com
- **Government Jobs**
governmentjobs.com
- **Idealist**
idealist.org
- **Indeed**
Indeed.com
- **JustJobs**
justjobs.com
- **LinkedIn**
linkedin.com
- **Monster**
monster.com
- **USAJOBS**
usajobs.gov

About

The “MLIS Skills at Work” report is prepared annually by a graduate student assistant who is enrolled in the [Master of Library and Information Science](#) (MLIS) online degree program at the San José State University (SJSU) School of Information. The skills and knowledge needed in the 21st century information profession revealed in this report can inform MLIS curriculum development, ensuring course offerings align with the job market and prepare students for real-world professional challenges.

Based in California’s world-renowned Silicon Valley, the SJSU School of Information is a recognized leader in online education and offers entirely online master’s degree and certificate programs. Graduates work worldwide in diverse career environments, such as digital asset management, user experience design, archives and preservation, electronic records management, librarianship, and information governance.



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