MLIS Skills at Work

A Snapshot of Job Postings
Spring 2025

SJSU | SCHOOL OF INFORMATION

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Introduction

The San José State University School of Information MLIS Skills at Work report is an annual snapshot analysis of the latest career trends for information professionals.

Data were collected between February and April 2025 through a survey of recent job announcements for library and information science (LIS) professionals, sourced from both LIS-specific and general job search sites.

In our analysis, we identify the job duties, qualifications and trends that can help LIS professionals and students prepare to engage in the LIS market, as either job candidates or hiring decision-makers.

Audience

Future Students
exploring LIS
career paths

Current Students
planning coursework to develop
in-demand skills

Practitioners
looking to expand
career options

Information Center Leaders
creating and recruiting for
tomorrow's jobs

Educators
preparing students for
successful,
resilient careers

Trends – AI's Rapid Adoption

Artificial Intelligence (AI) tools have rapidly integrated into standard office / work applications. Generative AI tools are integrated into many workplace applications (e.g., MS Office, Google Workplace) and a multiplicity of other AI tools are available in the workplace.

AI tools adoption quickly moved beyond the technology sector. Collection development and management, administrative tools and user support applications now include AI tools. This is evidenced by the increase in LIS positions that require keen understanding and critical application of these tools, with "Strategist" appearing in 30 (2%) position titles. All LIS professionals must be prepared to understand AI's impact on the field, especially in data analysis, research and library operations.

Concerns about AI are growing, as privacy, accuracy, equity, environmental damage and ethics are difficult AI issues. Organizations are eager to adopt AI for productivity gains, but we collectively need to consider carefully how AI is changing workplaces and society.

Key LIS skills – research, evaluation, analysis of resource quality – can guide the selection and careful application of these new technologies for organizations in many sectors. The LIS professional's experience with information retrieval, data analysis and data management provides the expertise required for intelligent and effective interaction with AI models. The LIS professional can be the Human in the Loop (HitL) in this new technological approach to information access.

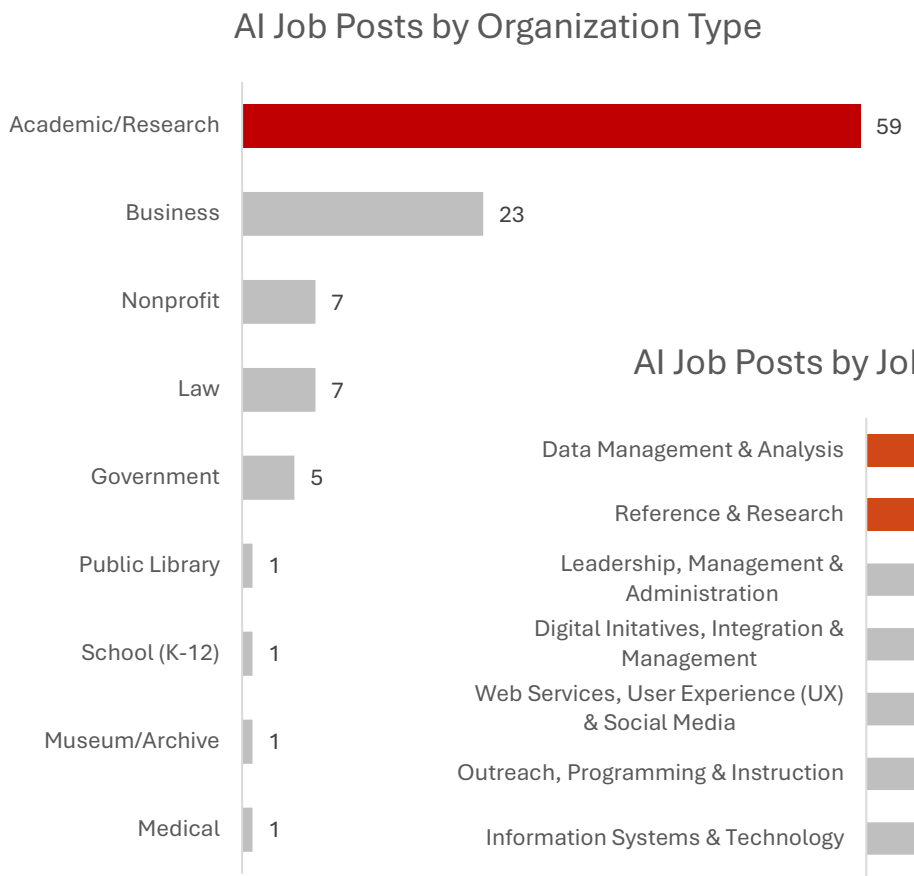
Trends – AI's Rapid Adoption

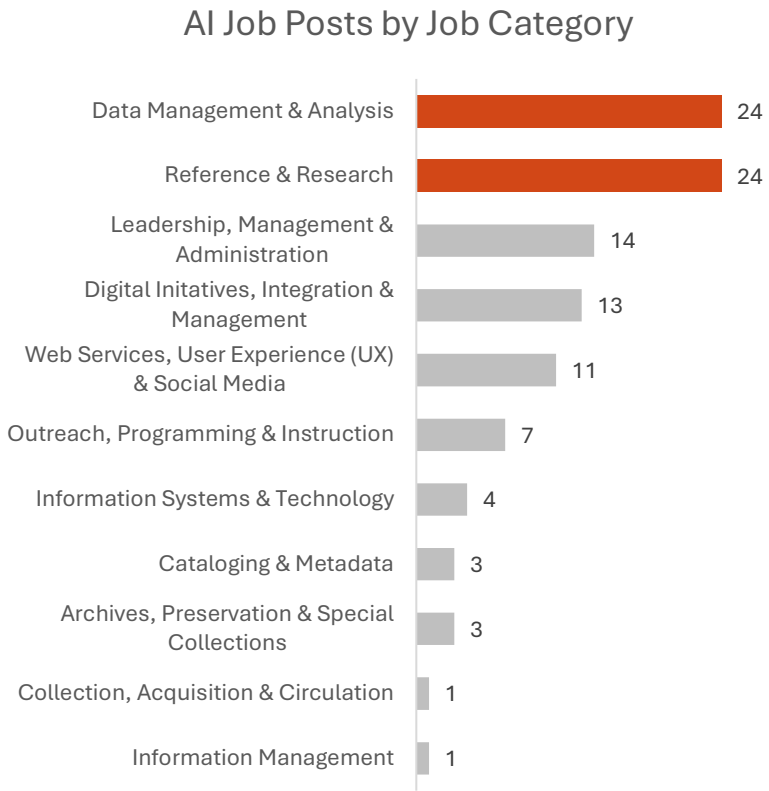
Although it appears in a small fraction of the total job posts this year and its applicability in some areas is still uncertain, AI is receiving interest across the spectrum of LIS employers and LIS disciplines.

"AI", "Artificial Intelligence" and other terms relating to large language models, predictive models and machine learning appear in 6.7% (105) of job descriptions in 2025. It appears in lists of both job duties and desired qualifications.

AI appears in job posts of all organization types; it is mentioned most often in the job announcements for **Academic/Research** institutions.

AI is mentioned in all the job categories, with **Data Management & Analysis** and **Reference & Research** job posts including the most references.





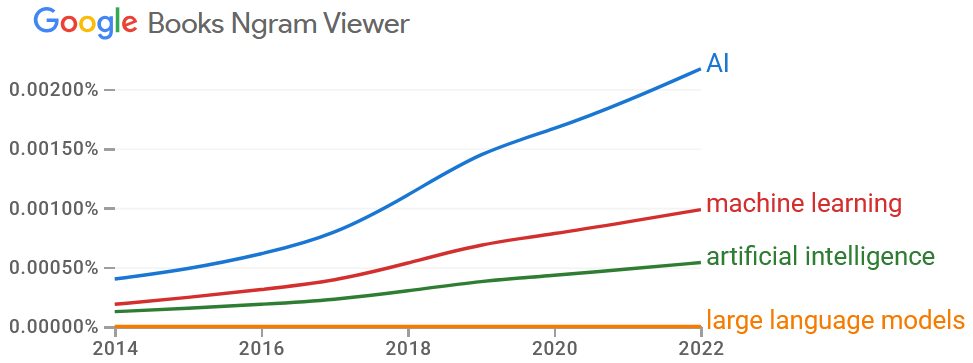
Trends – AI's Rapid Adoption

Text analysis of LIS job posts, 2022-2025

While calls for AI skills in job posts have increased each year, the rate of increase has slowed significantly.

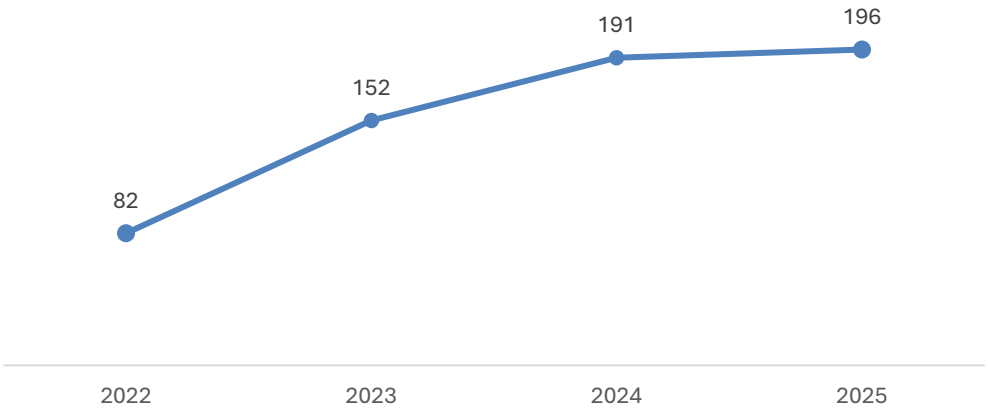
This slowdown may indicate how the LIS-AI job market is evolving after early high growth (2022-2023, 87%):

- The current plateau in growth (2024-2025, 2%) suggests AI is becoming integrated into relevant positions throughout LIS disciplines.
- While organizations remain enthusiastic about AI, job posts reflect hiring expectations that may more closely align with actual current business needs.
- In future, there will be less need to call out AI as a specific qualification: AI skills will be among the expected competencies of LIS professionals.

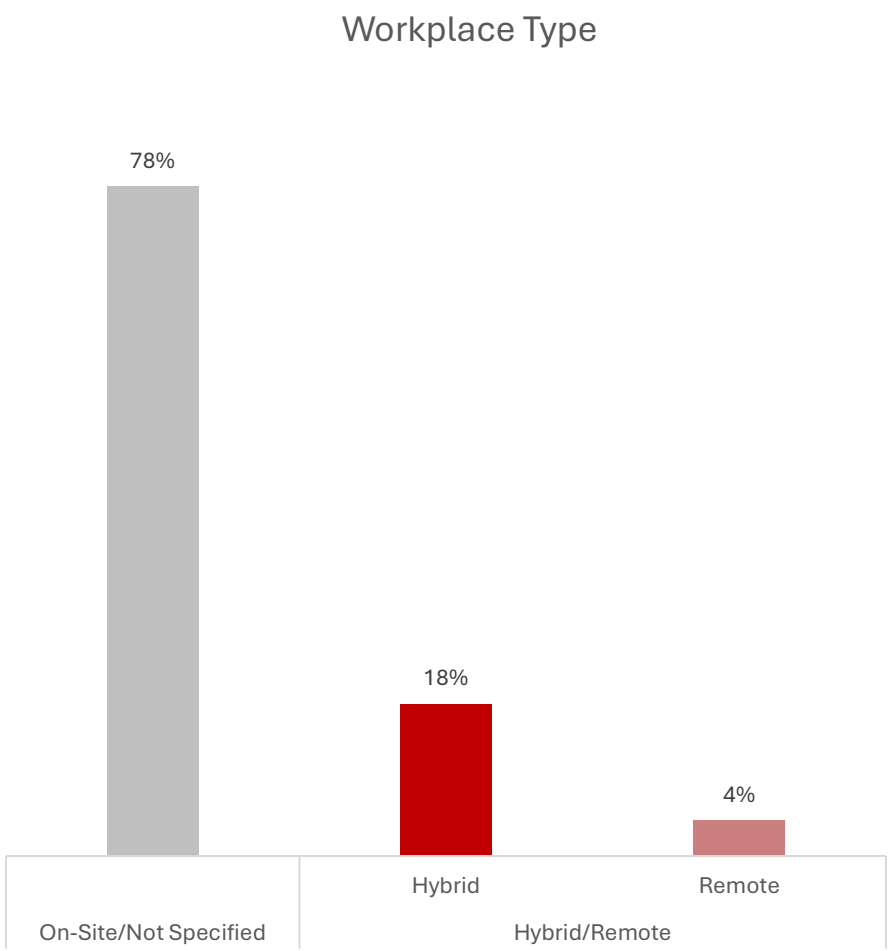


Cultural context
Google Books mentions of "AI" increased five-fold from 2014 to 2022.

LIS job postings
References to AI from 2022 to 2025 are increasing but leveling off.

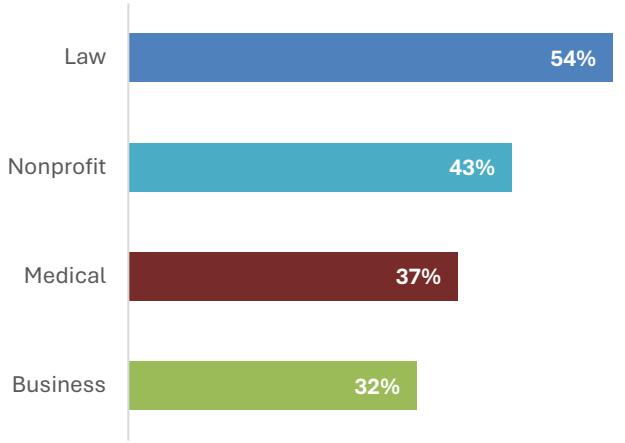


Trends – Workplace Flexibility Remains



In 2025, **hybrid job opportunities** fell to 18% of job posts (down 2% from 2024). **Remote positions** held steady, with 4% of job posts offering work performed completely out-of-office.

For hybrid/remote work, consider **Law**, **Nonprofit**, **Medical** and **Business** organizations: these offer work flexibility at rates above the average (22%).



Trends – Equal Opportunity at Work

Academic and public libraries lead in advertising for workers who share the goal of creating a more representative and responsive workforce. Statements regarding diversity, equity and inclusion occur in 57% of job announcements; these values also appear in the list of duties in 15% of job posts.

But efforts to advance inclusion, diversity, equity, inclusion and access are facing severe challenges this year. Whether these challenges indicate a short-term disruption or a longer-term trend, the meaningful consideration of structural change in the workplace will continue.

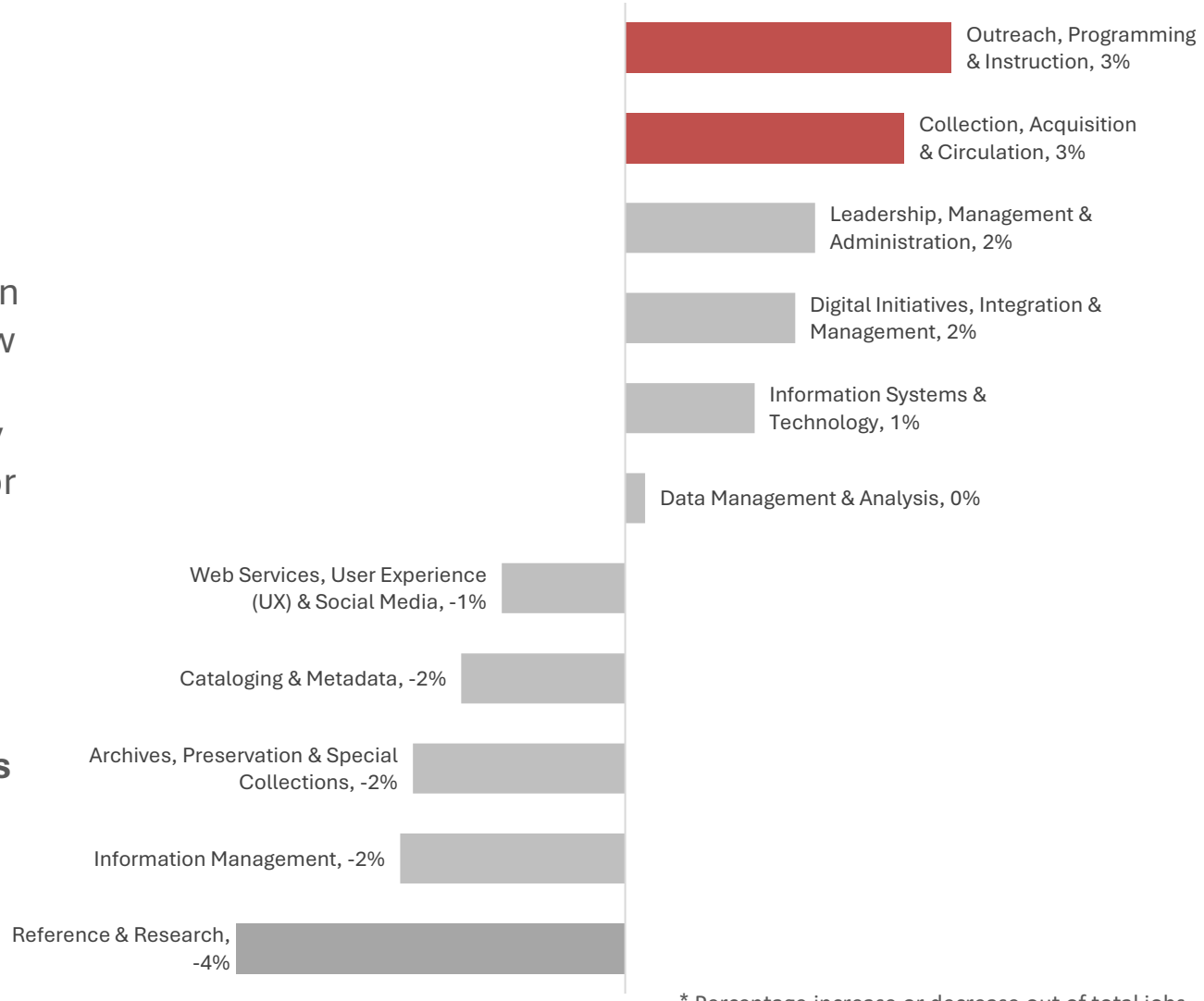
Trends – LIS Jobs by Category: Changing Roles

Shifts in LIS roles show an increased focus on **community engagement** and **digital infrastructure**, while some traditional reference and archival work opportunities decreased. Jobs requiring technical skills in information systems saw growth.

The **Outreach, Programming & Instruction** and **Collection, Acquisition & Circulation** job posts have seen the most growth from 2024 to 2025. Customer Service now includes research assistance and analysis, foreign language interpretation, assistance in learning technology or in applying for government benefits. Job posts calling for customer services skills have risen from 14% of posts in 2024 to 30% in 2025.

Although job postings in the **Reference & Research** category declined by 4%, demand for research-oriented roles remains strong. Many **Data Management & Analysis** positions include research responsibilities. A new job in 2025 is the **"Digital Navigator"** role, which emphasizes helping users explore complex information environments and effectively find, evaluate and analyze resources.

Change in Job Postings by Category, 2024-2025*



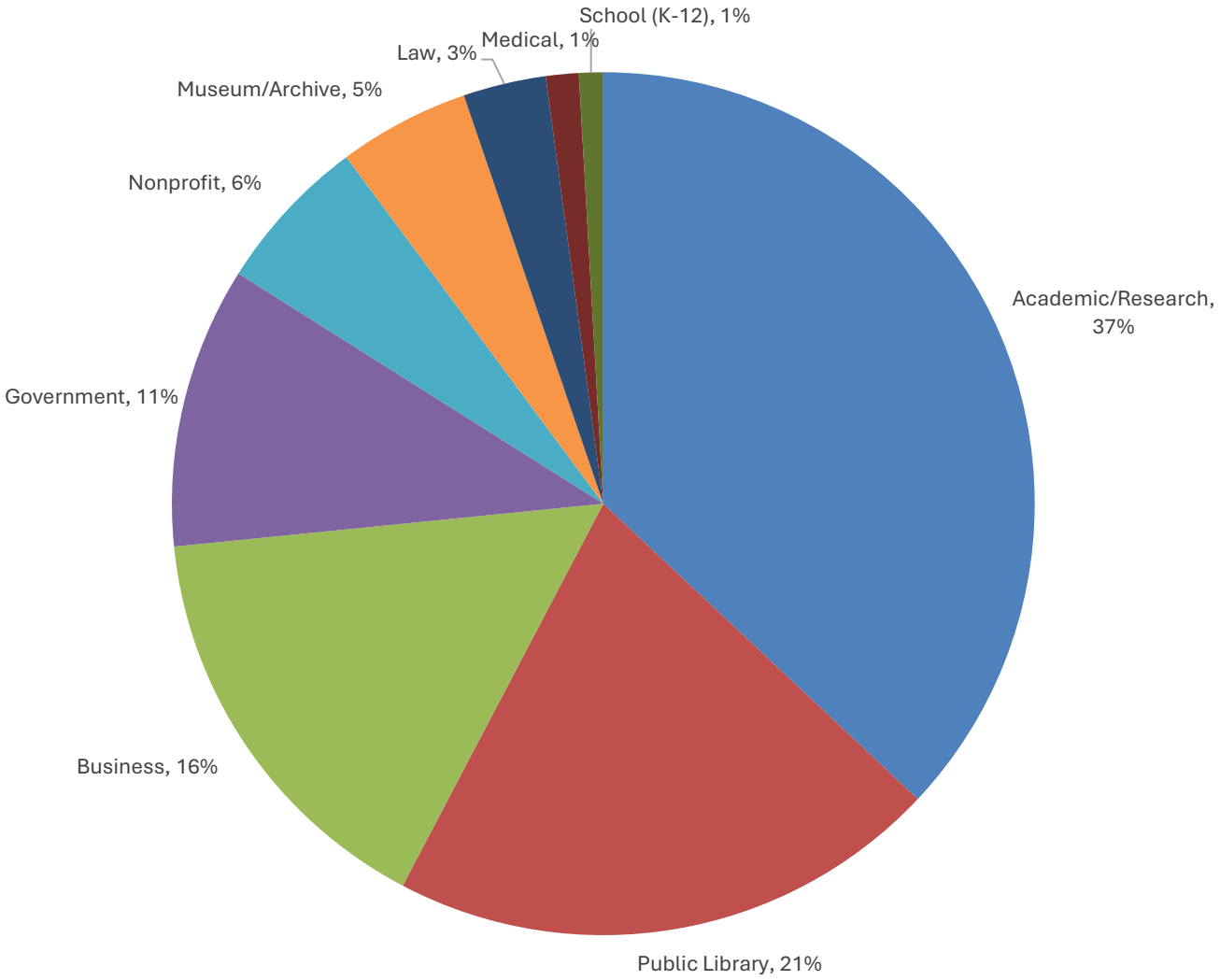
* Percentage increase or decrease out of total jobs.

Data Analysis and Presentation

The following eight slides address these key data points:

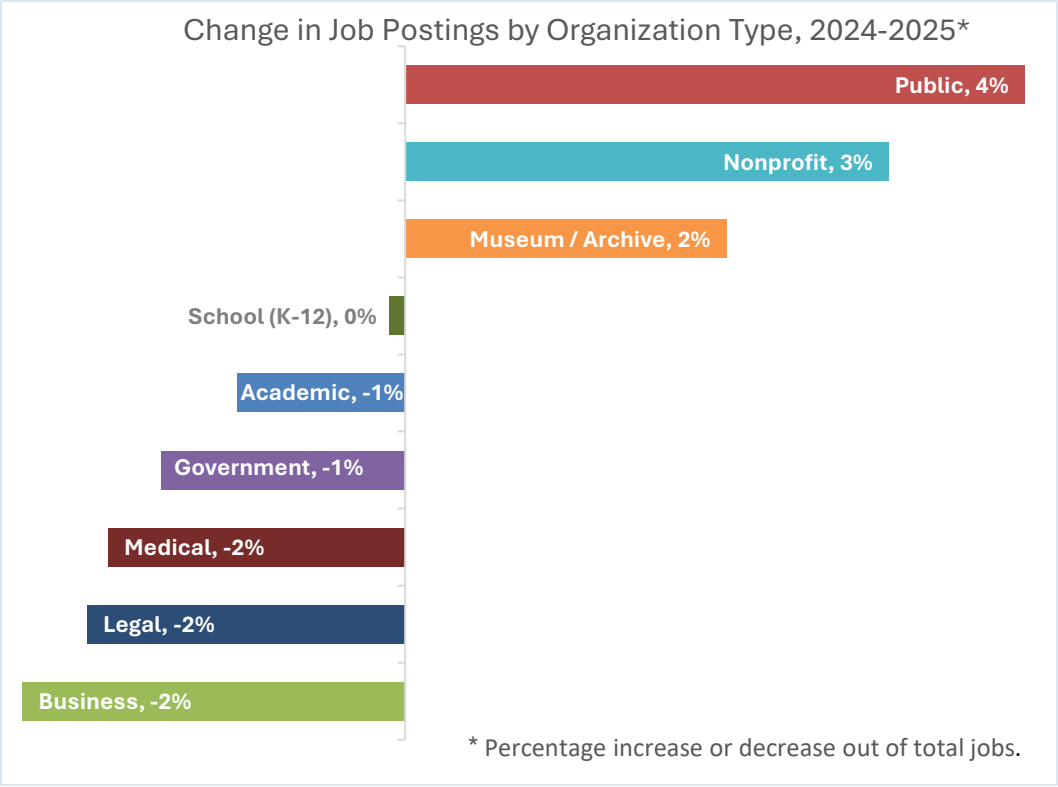
- Types of Employing Organizations
- LIS Skills in Demand
- Soft Skills in Demand
- Technology Skills in Demand
- Job Duties Listed Most Frequently
- MLIS Required or Preferred
- The Master's Degree is Key
- Job-Specific Experience Required or Preferred

Types of Employing Organizations

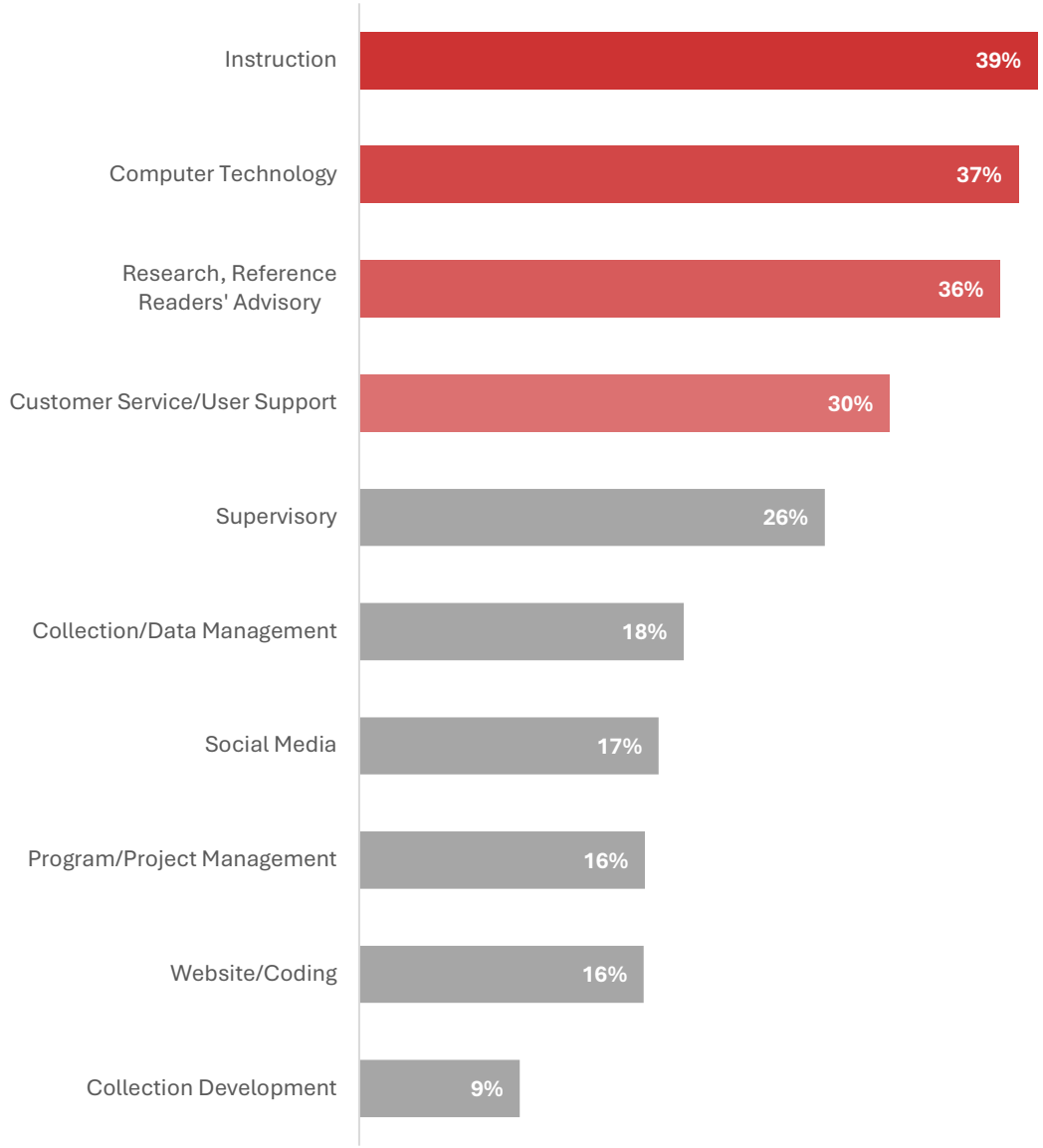


The number of job posts for **public libraries** increased from 17% in 2024 to 21% in 2025.

Academic/research organizations and **public libraries** comprise 58% of all job posts.



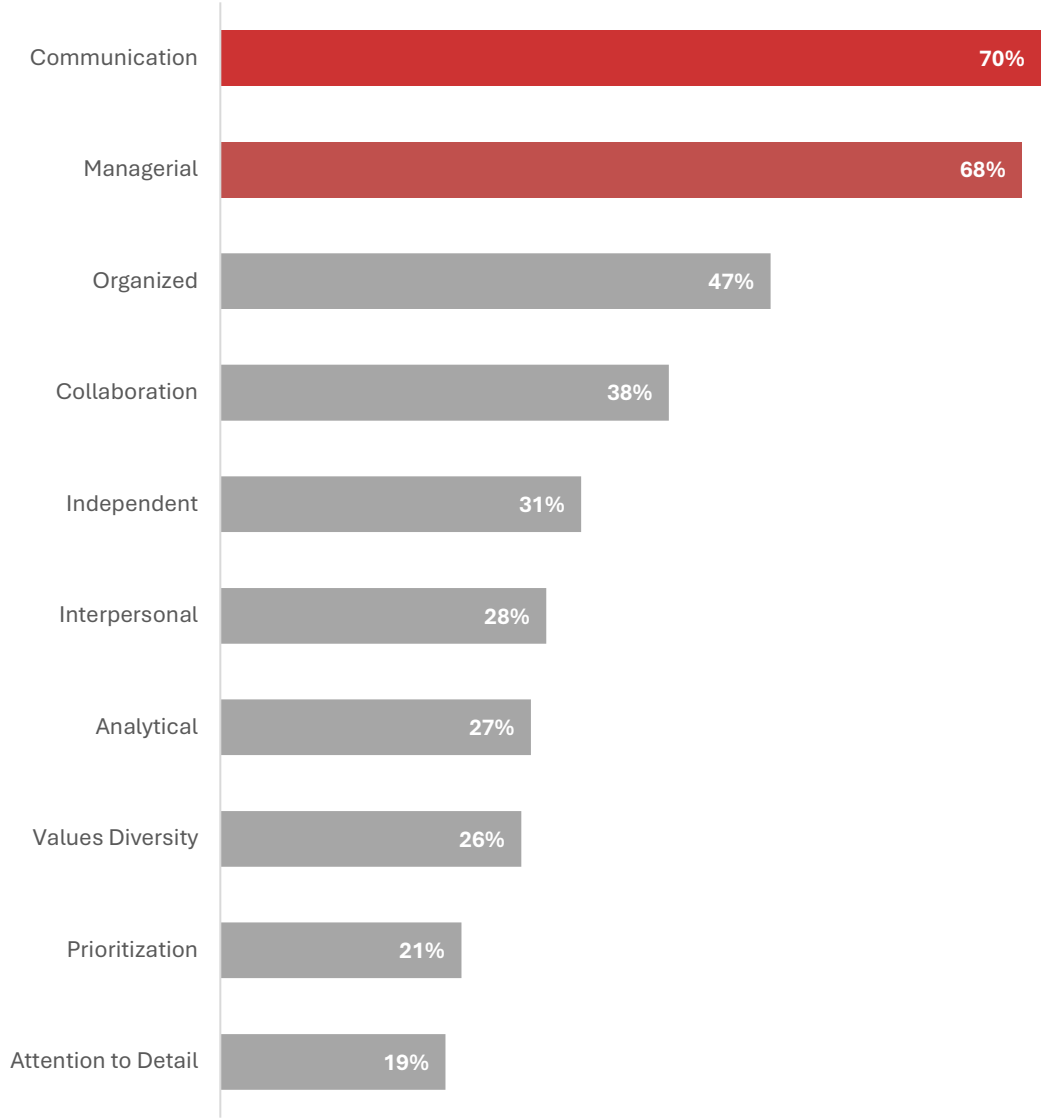
LIS Skills in Demand



The ability to provide **instruction** and a facility with **computer technology** are most often mentioned in job posts, with **research and reference skills** also frequently called for by employers.

Customer service and user support now is sought in 30% of job posts, rising from just 14% in 2024. Organizations need trusted and knowledgeable LIS professionals to provide support to researchers, patrons and the public.

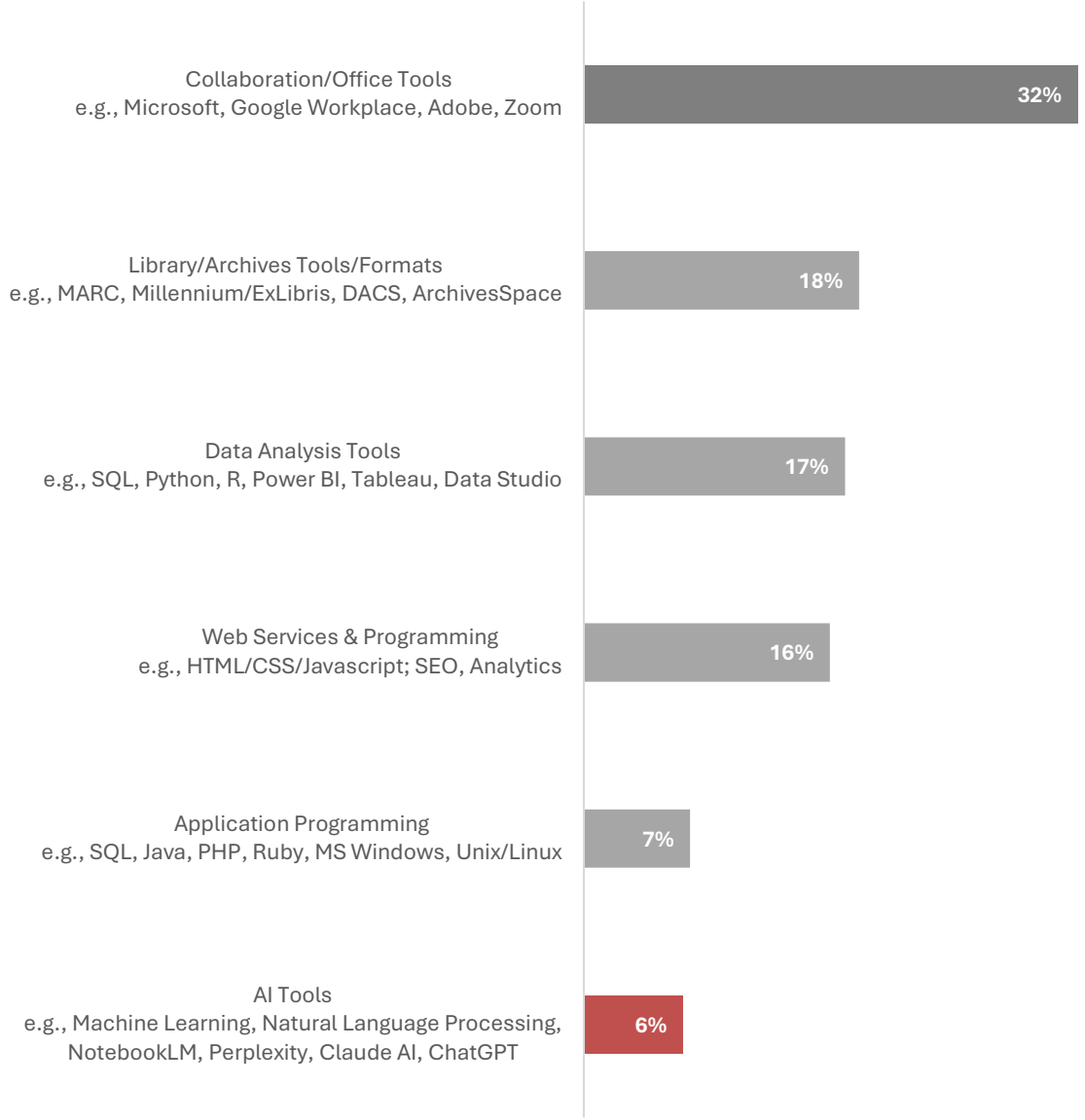
Soft Skills in Demand



Among soft skills, **strong communication** and **managerial skills** are most frequently sought by employers.

Action item: Seek out opportunities to demonstrate your skills in presentations and group projects.

Technology Skills in Demand

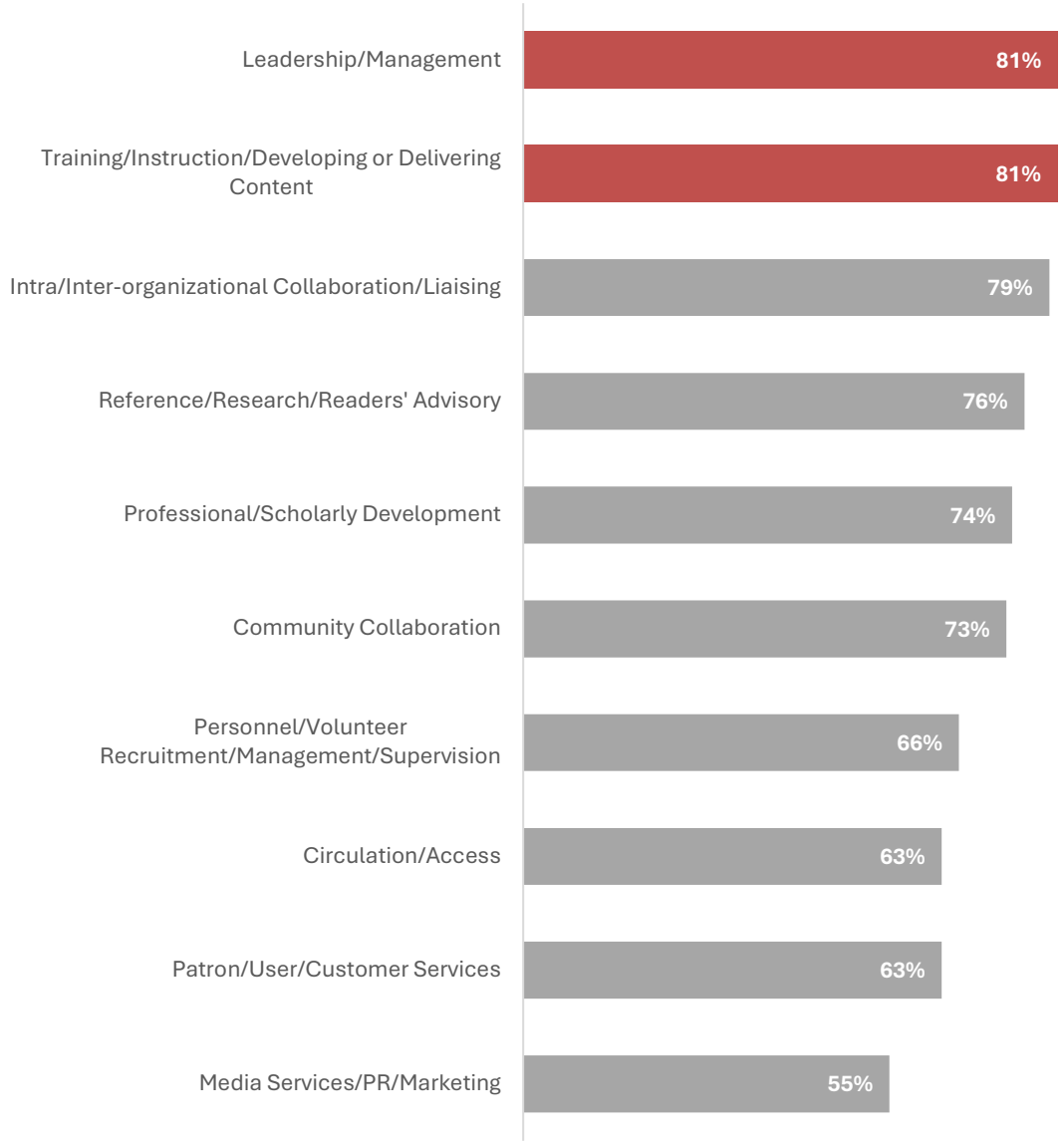


LIS professionals need a full toolbox of skills in a variety of technologies to meet the challenges of today's workplace.

"AI" in its many manifestations – as statistical model, prediction engine and personal assistant, among other roles – is increasingly relevant to LIS positions, with 6% of job posts seeking candidates with **AI skills**.

Action item: *Be prepared to learn on demand to keep pace with changing workplace technologies.*

Job Duties Listed Most Frequently

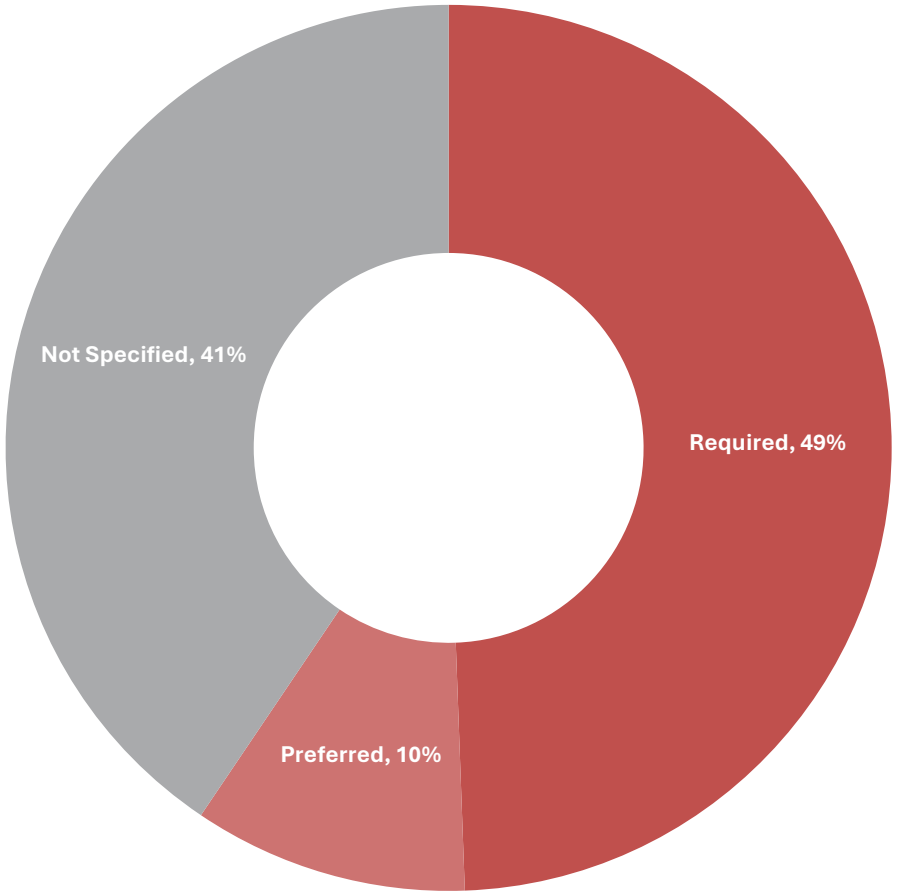


Job posts call for **leadership and management** skills, indicating a consistent need for LIS professions to manage teams, projects, budgets and strategic initiatives.

Equally important is **training, instruction and content delivery**. Employers need LIS professionals to provide training and create instructional programs, both in person and online.

MLIS Required or Preferred

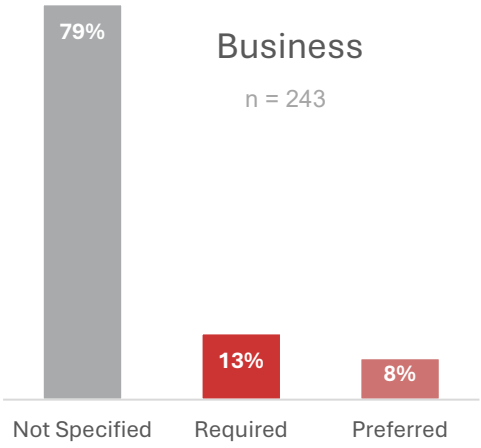
The MLIS degree is required or preferred in **59%** of all job posts.



Academic/research positions require or prefer the MLIS most frequently (82%).

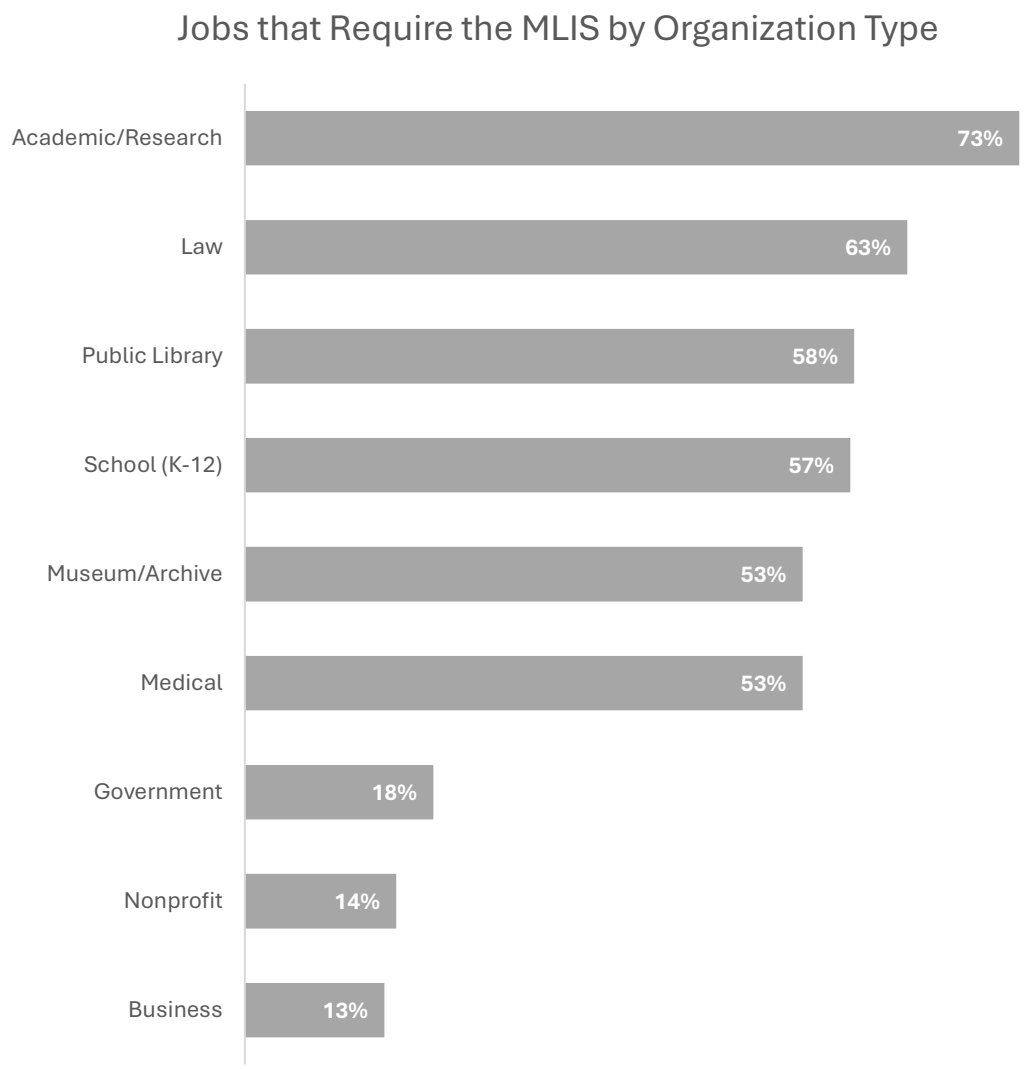
For job posts in the business sector, **21%** of openings require the MLIS degree.

Many employers do not know that LIS professionals have the skills they need: UX/UI design, business intelligence, social media, marketing, data analytics and the communication and soft skills needed for managerial roles in corporate settings.



Action item: *Be ready to showcase the applicability of your LIS skills to business needs.*

The Master's Degree is Key



An advanced degree is the minimum educational requirement in many types of organizations.

In 2025, 59% of all job posts require or prefer the **MLIS degree**.

In **legal organizations**, 60% of job listings require *both* an MLIS and a JD.

A small number of overall job posts (3%) called for a second post-graduate degree. But in **academic organizations**, 6% of job posts required a second masters in addition to the MLIS (e.g., subject specialist positions).

Job-Specific Experience Required or Preferred

85% of job announcements are looking for candidates with experience.

8% of employers require a portfolio of work, code samples, or writing samples.

38% of job posts note experience working on teams or collaborating on projects is highly valued.

Key take-away: Take on an internship, volunteer work, or a side-gig while pursuing your iSchool degree to give you the practical experience employers seek.

And show your work! Publishing blogs, social media posts, code-sharing and creating tutorial videos will showcase your expertise.

	2024	2025	Change
Experience Required	81%	79%	-2%
Experience Preferred	10%	6%	-4%
Experience Not Required	9%	15%	+6%

Representative Job Titles, Duties and Skills

Based on an analysis of job postings from the collected data, the following slides present specific job titles, duties and skills. These samples are categorized first by type of work activity or role and second by type of employing organization or environment.

Slides 23-33 present a detailed overview of library and information science (LIS)-related jobs based on the type of work activity or role performed. Slides 35-43 present the data based on the type of employer or employing organization.

Representative Job Titles

Library and Information Science (LIS)-related opportunities are found in many job posts that don't include the word "library" or "librarian." The following job titles reflect the diverse ways LIS knowledge is described.

ARCHIVIST
ARCHIVES PROCESSING COORDINATOR
ARCHIVAL IMAGING SPECIALIST
BRAND GOVERNANCE AND OPERATIONS LEAD
CHIEF CONTENT OFFICER
COLLECTIONS ARCHIVIST
COLLECTIONS MANAGER
COLLECTIONS STRATEGIST
COMMUNICATIONS COORDINATOR
COMMUNICATIONS MANAGER
CONTENT COORDINATOR
CONTENT MANAGER
CONTENT STRATEGIST
DATA ANALYST
DATA ARCHIVIST
DATA GOVERNANCE LEAD
DATA MANAGER
DATA SCIENTIST
DATA STEWARD
DATA STRATEGY ANALYST
DATA VALIDATION SPECIALIST
DIGITAL ARCHIVIST
DIGITAL ASSET COORDINATOR
DIGITAL ASSET MANAGER
DIGITAL COMMUNICATIONS SPECIALIST
DIGITAL CONTENT MANAGER
DIGITAL SERVICES ANALYST
DIGITAL STRATEGIST
ELECTRONIC RESOURCES COORDINATOR
KNOWLEDGE AND RESEARCH ANALYST
MEDIA SPECIALIST
OUTREACH AND COMMUNITY CONNECTIONS MANAGER
RECORDS MANAGEMENT / BUSINESS ANALYST
RECORDS COORDINATOR
REGIONAL KNOWLEDGE MANAGER
RESEARCH ANALYST
RIGHTS AND REPRODUCTIONS COORDINATOR
SOCIAL MEDIA COORDINATOR
SOCIAL MEDIA MANAGER
SOCIAL MEDIA STRATEGIST
TAXONOMIST AND METADATA SPECIALIST
TRADEMARK RECORDS COORDINATOR
USER EXPERIENCE DESIGNER
UX RESEARCHER
UX STRATEGIST
VISUAL ASSET ASSOCIATE
VISUAL INFORMATION SPECIALIST
VISUAL RESOURCES SENIOR ARCHIVIST
WEB CONTENT MANAGER
WEB DEVELOPER

Job Data by Work Activity or Role

	Slide
Archives, Preservation & Special Collections	23
Cataloging & Metadata	24
Collection, Acquisition & Circulation	25
Data Management & Analysis	26
Digital Initiatives, Integration & Management	27
Information Management	28
Information Systems & Technology	29
Leadership, Management & Administration	30
Outreach, Programming & Instruction	31
Reference & Research	32
Web Services, User Experience (UX) & Social Media	33

Archives, Preservation & Special Collections

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ARCHIVES PROCESSING COORDINATOR ARCHIVIST AND DIGITAL PUBLISHING SPECIALIST ARCHIVIST-RESEARCH DATA AND HISTORICAL ANALYST COLLECTIONS ARCHIVIST COLLECTIONS SPECIALIST WITH ARCHIVE FOCUS CURATOR AND ARCHIVIST DIGITAL ARCHIVIST DIGITAL INITIATIVES ARCHIVIST DIGITAL PRESERVATION AND DIGITAL COLLECTIONS ARCHIVIST ELECTRONIC RECORDS ARCHIVIST EXHIBITS SPECIALIST GLOBAL BRAND ARCHIVIST LIBRARY AND ARCHIVES CONSERVATOR LIBRARY CONSERVATOR MUSEUM ASSISTANT REGISTRAR PROCESSING ARCHIVIST SOCIAL AND RACIAL JUSTICE CURATOR SUPERVISORY ARCHIVIST VISUAL RESOURCES SENIOR ARCHIVIST	Design, implement and maintain workflows that facilitate accurate and efficient use of existing digital preservation systems, tools and storage spaces to ensure long-term protection of and access to digital content. Perform regular fixity checks to ensure file integrity. Manage production/testing instances of digital preservation solutions. Develop effective strategies and feasible solutions for ensuring long-term viability of digital collections. Document the program's developing policies, strategies, procedures in compliance best practices.	Demonstrated knowledge of digital preservation activities, strategies, standards and best practices. Demonstrated proficiency using various MS Office applications and services. Experience or familiarity with the following: At least one enterprise-level digital preservation system and storage solution; Digital preservation metadata standards National/International collaborative digital preservation efforts; Digital format registries and format identification tools; Markup languages such as HTML and/or XML.	ArchivesSpace OCLC DACS Microsoft Office EAD Dublin Core Digital Asset Management CONTENTdm MARC Preservica Adobe Creative Suite Microsoft Excel XML PastPerfect Ex Libris Alma Archive-It Adobe Acrobat Pro RDA Adobe Photoshop Curator Archivematica WordPress Omeka Islandora BitCurator Python SharePoint Microsoft Word OCLC Connexion
	Develop, implement policies/procedures for acquisition, preservation, arrangement, description and access to born-digital materials in accordance with emerging standards and best practices. Provide guidance to departments in developing, implementing and improving recordkeeping systems for management and preservation of electronic records. Develop documentation, implement workflows for processing hybrid and born-digital collections and make them available for research.	Demonstrated ability to keep abreast of national developments in the management of born digital materials within archival collections. Excellent organizational skills and attention to detail. Commitment to fostering a diverse educational environment and workplace; ability to work with diverse student and faculty population. Experience with digital preservation systems, digital archiving tools, scripting languages. Familiarity with records management concepts.	
	Manages the lifecycle of born-digital and digitized Institute records and personal papers. Provides guidance to Director, Archivist and donors on the preservation and transfer of born-digital and digitized personal papers. Manages the deposit, description, access and preservation for theses, dissertations, portfolios and capstones.	Knowledge of relevant standards for archival description including DACS and EAD, familiarity with other metadata. Awareness of current and emerging trends, best practices and technologies in the preservation of born digital and digitized collections. Understanding copyright issues as related to sound recordings, archival materials and digitization.	

*Sorted by frequency.

Cataloging & Metadata

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
BIBLIOGRAPHER/CATALOGER CATALOGER/REFERENCE LIBRARIAN CATALOGING LIBRARIAN CATALOGING SUPERVISOR CONTINUING RESOURCES CATALOGER DISTINCTIVE COLLECTIONS CATALOGING LIBRARIAN ELECTRONIC RESOURCES METADATA LIBRARIAN HEAD OF COLLECTIONS AND RESOURCE DESCRIPTION LIBRARY CATALOGER LIBRARY PROJECT CATALOGER METADATA AND CATALOGING LIBRARIAN METADATA AND DIGITIZATION RESOURCE MANAGEMENT SPECIALIST METADATA COORDINATOR RARE BOOKS AND MANUSCRIPTS CATALOG LIBRARIAN REPARATIVE METADATA LIBRARIAN TAXONOMIST TECHNICAL SERVICES AND REFERENCE LIBRARIAN TECHNICAL SERVICES SUPERVISOR TECHNICAL SERVICES SUPERVISOR/IT LIBRARIAN	Catalog continuing resources in all formats and perform standard bibliographic maintenance according to CONSER guidelines, including preparation and maintenance of associated authority, holdings and item records according to appropriate national and local standards. Perform subject analysis and classification. Resolve problems of incorrect, incomplete, or conflicting bibliographic, holdings and item data. May perform original cataloging.	Solid working knowledge of bibliographic formats. Working knowledge of authority control, including the creation and use of authority records. Working knowledge of at least one Germanic, Romance, or Middle Eastern language. Ability to use technology in creative ways to solve problems or facilitate workflow. CONSER cataloging and NACO experience preferred. Knowledge of pre-RDA cataloging rules highly desirable. Knowledge of non-MARC metadata schemas highly desirable.	MARC Ex Libris Alma RDA, RDA Toolkit MARC 21 OCLC Connexion Microsoft Excel Primo NACO authority control Dublin Core AACR2 LCSH Koha Canvas CONSER PowerPoint Microsoft Word Sierra Lexis AI tools Westlaw MarcEdit Perl Google Workspace OpenRefine Outlook BIBFRAME Microsoft Office 365 Dewey Decimal System Machine Learning Aleph *Sorted by frequency.*
	Work with the Director of Collection Services and Assessment to establish annual priorities and project plans. Provide original, complex, enhanced and copy cataloging. Respond to the changing bibliographic metadata landscape with flexibility, creatively meeting the needs of the library through MARC and non-MARC metadata creation and management. Establish framework for authority work. Contribute cataloging expertise to library-wide projects, including inventory, data-clean up.	Expert level knowledge of relevant cataloging, metadata and encoding standards. Working knowledge of integrated library systems and cooperative cataloging programs and initiatives, including OCLC, NACO and others. Demonstrated understanding of existing and emerging descriptive principles and practices, Supervisory experience. Experience with data transformation tools (MarcEdit, OpenRefine, etc.), Reading and cataloging ability in non-English language(s).	
	Catalog purchases and selected gift books. Catalog print books, re-classify existing library materials as necessary, non-print formats and archival materials. Collect statistics related to cataloging. Contribute authority records to NACO.	Demonstrated knowledge of current national cataloging /metadata content and structural standards. Familiarity with authority work. Strong communication and interpersonal skills. Preferred: Knowledge and experience in archives.	

Collection, Acquisition & Circulation

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ACCESS AND USER SERVICES ACQUISITIONS LIBRARIAN ASSOCIATE UNIVERSITY ARCHIVIST FOR CONTENT MANAGEMENT AND ACCESS COLLECTIONS STRATEGY AND ACCESS COLLECTION DEVELOPMENT SUPERVISOR COLLECTION MANAGEMENT LIBRARIAN COLLECTION MANAGEMENT SERVICES ASSISTANT - ELECTRONIC RESOURCES COLLECTIONS LIBRARIAN COLLECTIONS STUDENT ASSISTANT COLLECTIONS SYSTEM MANAGER DIGITAL COLLECTIONS AND EMERGING FORMATS LIBRARIAN DIRECTOR OF PUBLIC SERVICES FOR SPECIAL COLLECTIONS ELECTRONIC RESOURCES COORDINATOR ELECTRONIC RESOURCES LIBRARIAN ELECTRONIC RESOURCES SUPPORT LIBRARIAN HEAD OF LIBRARY ACCESS SERVICES INSTRUCTION AND USER SERVICES LIBRARIAN LIBRARY CIRCULATION ASSISTANT SENIOR DIGITAL COLLECTIONS SPECIALIST	Use data, trends and community input to create a collection that reflects the diverse interests of the county. Partner with staff to identify opportunities and challenges in meeting community demands. Develop long- and short-term goals to align the collection with the library's mission and strategic plan. Inspire and guide staff to embrace new ideas and adapt to evolving needs.	A proven ability to anticipate and lead change in a collaborative environment. Strong skills in collection development, analysis and decision-making to manage the selection, cataloging, processing and distribution of diverse materials across all formats. Excellent communication and interpersonal abilities. Proficiency with library technologies and a commitment to staying current in the field.	OCLC Ex Libris Alma Springshare/LibGuides Primo MARC Microsoft Excel ILS DAM ArchivesSpace Adobe Experience Manager Dublin Core Tableau RDA EAD OCLC Connexion LCSH Outlook Microsoft Word Adobe Creative Suite PowerPoint DACS PastPerfect Sierra OCLC WorldShare WorldShare Mgmt Services FOLIO Canvas Microsoft Teams MarcEdit
	Serve as the OER Champion. Develop and sustain strategic partnerships to promote the use of OER and affordable course content. Guide faculty in the discovery, dissemination and assessment of OER. Use technology to create online learning resources including videos, digital learning objects and Lib Guides. Provide leadership and management of digital library instructional resources. Provide reference assistance both at the consultation desk and online (Ask a Librarian service).	Video and screen capture software production knowledge and expertise to create videos.	
	Manage and coordinate Library, Distance Education, and Learning Resources programs, facilities and operations, including initiatives such as California Virtual Classroom Online Education Initiative (CVC-OEI), Open Educational Resources (OER), Zero Textbook Cost (ZTC), Low Textbook Cost (LTC).	Experience fostering diverse and inclusive learning environments and promoting equitable access to resources and opportunities. Proficiency in managing educational technology, developing and implementing innovative programs. Strong budgeting and planning skills; experience in distance education (DE) and Open Educational Resources (OER) initiatives.	

**Sorted by frequency.*

Data Management & Analysis

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
APPLICATIONS SUPPORT ANALYST ASSESSMENT AND DATA MANAGEMENT LIBRARIAN BUSINESS ANALYST/DATA INSIGHTS TEAM BUSINESS INTELLIGENCE ANALYST CUSTOMER EXPERIENCE ANALYST DATA COORDINATOR DATA GOVERNANCE LEAD DATA SCIENCE LIBRARIAN DIGITAL AND DATA LITERACY LIBRARIAN DIGITAL SCHOLARSHIP/DATA SERVICES MANAGER DONOR SUPPORT AND DATABASE COORDINATOR ENTERPRISE DATA/BUSINESS INTELLIGENCE MANAGER LINKED DATA LIBRARIAN METADATA LIBRARIAN FOR THE HUMANITIES METADATA SERVICES LIBRARIAN OPEN SCHOLARSHIP/DATA RESIDENT LIBRARIAN SCIENCE DATA LIBRARIAN SENIOR BUSINESS INTELLIGENCE ANALYST	Create reports for person-centric records by creating queries to production data and provide to the user. Create dashboards and other interfaces for reporting and analysis. Develop and maintain consistent data sets in database and help integrate all data from various data sources into reportable sets. Gather and scrutinize data using specialist tools to generate information that helps others make decisions. Respond to questions about data and look for trends, patterns and anomalies within it. Research new ways to make use of data.	Experience leading, supervising, or mentoring others. Excellent analytical and communication skills. Understanding of Integrated Library Management Systems. Ability to effectively supervise, mentor and support professional growth among staff. Familiarity with data /metadata formats and standards. Ability to successfully navigate issues relating to copyright, fair use and rights management. Demonstrated understanding of trends in open access to scholarly materials and publishing services. Excellent project management skills.	SQL Tableau Power BI Microsoft Excel OCLC Python R MARC Ex Libris Alma SPSS SAS Azure Machine Learning Dublin Core Oracle Springshare/LibGuides AI Tools ArchivesSpace BIBFRAME XML PowerPoint Java RDA ArcGIS JSON Git Primo Digital Commons Salesforce SharePoint OpenRefine *Sorted by frequency.*
	Deliver research support through education, consultation and workshops on evolving practices for research data management and sharing. Supply guidance and facilitate discussion on recommended practices surrounding data management plans (DMPs), finding data for reuse (both open and licensed), data documentation and organization. Provide research data management repository services and support to researchers in depositing FAIR-compliant data in institutional repository.	Practical experience with adjacencies in data management, informatics, or production and use of datasets in research or higher education. Demonstrated ability with research data management processes, technologies, standards, best practices and familiarity with trends in data sharing and reuse from funding agencies and scholarly publishers (e.g., FAIR). Familiarity with applications for processing or refining.	
	Provide consultations and workshops on data management planning, ethical data practices and research data curation. Serve as a data curator and participate in data governance through committee services. Contribute to data science initiatives, including coordination of and participation in Software, Data and Library Carpentry workshops.	Experience communicating with researchers and campus stakeholders about data management and sharing. Experience with practices and tools for the management, curation, open sharing and preservation of research data in an academic setting. Experience with specialized management and curation of data from the social sciences, humanities, STEM, or GIS fields.	

Digital Initiatives, Integration & Management

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ASSOCIATE DIRECTOR OF RESOURCE SHARING ASSOCIATE UNIVERSITY LIBRARIAN FOR DIGITAL INITIATIVES AND INFORMATION TECHNOLOGY BRAND AND DESIGN COORDINATOR DIGITAL ASSET COORDINATOR DIGITAL ASSET MANAGER DIGITAL MARKETING/COMMUNICATIONS LEAD DIGITAL MARKETING MANAGER DIGITAL SCHOLARSHIP DEVELOPER DIGITAL TRANSFORMATION CONSULTANT DIGITIZATION LAB SUPERVISOR DIGITIZATION TECHNICAL ASSISTANT DISCOVERY AND TECHNOLOGY SERVICES LIBRARIAN E-RESOURCES AND COLLECTION ASSESSMENT LIBRARIAN EMERGING TECHNOLOGY SPECIALIST/LEGAL RESEARCH INNOVATION AND MEDIA SPECIALIST INNOVATION TECHNICIAN INTERLIBRARY LOAN TECHNICIAN MARKETING ASSET SPECIALIST PRESERVATION LIBRARIAN	Oversee creation and management of accurate data about electronic content across a variety of systems, including link resolver and discovery system knowledge base, Database A-Z list and license tracking system. Manage key e-resource life cycle processes (trial access, tracking licensing data and the collection of usage statistics). Recommend and implement improvements to existing tools and workflows. Provides e-resource expertise both internally to library staff and externally to vendors.	The ability to apply the principles that guide the organization of bibliographic information to the organization of electronic resources. An understanding of the best practices for managing the records that track electronic purchases, subscriptions and licenses. Knowledge of technologies used to manage e-resources. The ability to manage large subscription packages in a library management system (LMS) and other management tools.	DAM Adobe Experience Manager Microsoft Excel OCLC Adobe Creative Suite Adobe Photoshop Dublin Core Springshare/LibGuides MARC Ex Libris Alma XML Google Analytics Primo PowerPoint CONTENTdm Microsoft Word Adobe InDesign AI Tools Adobe Illustrator TMS Koha Digital Commons JSON Java EBSCO CSS Asana SQL SharePoint
	Lead the implementation of enterprise DAM system, establish best practices and workflows. Design and maintain an intuitive taxonomy system that accommodates diverse brand portfolio and multi-market needs. Curate digital assets across file types, formats. Train teams. Ensure new assets are properly tagged, categorized, stored, accessible. Monitor asset usage rights and expiration dates across global markets. Generate insights on asset use and user behavior to optimize digital asset strategy.	Proven experience in taxonomy development and metadata management. Familiarity with creative operations, marketing, or publication management. Strong technical aptitude with the ability to quickly learn new systems. Project management skills. Methodical approach to file architecture and demonstrated ability to design and maintain complex hierarchical systems with meticulous attention to detail. Preferred: Experience with e-commerce platforms and content management systems.	
	Designs information literacy sessions and workshops. Participates in assessment of information literacy instruction. Collaborates on topics related to digital scholarship, data analytics and publishing academic work online. Designs and develops training on digital scholarship tools.	Knowledge of librarianship and best practices, skilled instructor, actively seeking innovative ideas related to information literacy/fluency instruction and pedagogy. Familiarity with tools related to digital scholarship projects. Excellent collaborative skills and excellent oral and written communication skills.	

*Sorted by frequency.

Information Management

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ACADEMIC CREDENTIAL ANALYST CONTRACT SPECIALIST DOCUMENT CONTROL AND RECORDS SPECIALIST DOCUMENT CONTROL SPECIALIST DOCUMENTATION SPECIALIST KNOWLEDGE MANAGEMENT ANALYST PUBLIC AND TECHNICAL SERVICES LIBRARIAN RECORDS ANALYST RECORDS COORDINATOR RECORDS DISTRIBUTION SPECIALIST RECORDS SPECIALIST RECORDS TECHNICIAN RELEASE OF INFORMATION SPECIALIST RIGHTS AND PERMISSIONS CONSULTANT RIGHTS AND REPRODUCTIONS COORDINATOR SENIOR DOCUMENT SPECIALIST, GLOBAL RECORDS TRADEMARK RECORDS COORDINATOR VIDEO RECORDS SPECIALIST	Contribute to processes within Records and Information Management and associated business process; assist in converting improvement opportunities into realities. Operationalize Records and Information Management processes such as transfers, migrations, data integrity quality checks, eArchiving, disposition, records access requests. Draft Standard Operating Procedures (SOPs), Work Instructions and other controlled documents, discovering/documenting process improvements. Assist in processes to apply Legal Holds and comply with retention requirements based on corporate guidelines.	Experience in Life Sciences Records Management, especially Trial Master File Management. Experience with projects like asset transfer, inventorying and quality check sampling. Must have a solid background in Veeva Vault. Must have a working knowledge and understanding of GXP/GCP Records Management principles. Customer-centric, self-motivated, detail-oriented, ability to prioritize in consultation with manager, customers and stakeholders and good interpersonal skills to effectively communicate in writing and orally with teammates and other peers.	Microsoft Excel PastPerfect PowerPoint OCLC Outlook Microsoft Word Altru MARC Zendesk Dublin Core GCP ILS Adobe Photoshop MARC 21 RDA DAM OCLC Connexion Azure LCSH AACR2 AI Tools Adobe Acrobat Pro MS Visio Microsoft Teams
	Reviews complex records retention policies and schedules regarding the transfer of records to appropriate storage locations, reformatting paper records to digital or micrographic formats and destroying eligible records in compliance with state laws and county policies. Assists county departments and the public through the processing of records requests submitted electronically and in person. Manages the records management system, digital records repository and equipment for the preservation and storage of records.	Bachelor's degree in Records Management, Library and Information Sciences, Public Administration, Business Administration, or a directly related field preferred. Certified Records Information Manager (RIM), Certified Records Manager (CRM) and/or Local Government Archives and Records Administration (LGARA) Certificate preferred.	
	Review copyright release forms and other legal documents for rights and permissions exceptions. Research and analyze rights and restrictions trends across large collections of assets. Maintain accurate records of product rights and permissions. Assist with other rights-related projects, as needed.	Rights management or permissions clearance experience. Strong organizational skills, time management and attention to detail. Ability to work independently and with a geographically dispersed team. Preferred: Experience working with metadata and/or DAM systems. An interest in using and keeping abreast of changes with gen AI.	

Sorted by frequency.

Information Systems & Technology

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
CONSORTIA COORDINATING LIBRARIAN COMMUNITY ENGAGEMENT, SYSTEMS AND DIGITAL SCHOLARSHIP LIBRARIAN DEVELOPMENT AND OPERATIONS LIBRARIAN DIGITAL STRATEGIES AND SYSTEMS LIBRARIAN INTEGRATED SYSTEMS LIBRARIAN LIBRARIAN TECHNICAL ANALYST LIBRARY SERVICES PLATFORM TECHNOLOGY ANALYST LIBRARY SYSTEMS SUPERVISOR LIBRARY TECHNOLOGY SPECIALIST OPEN SYSTEMS LIBRARIAN SENIOR ANALYST - INTEGRATED LIBRARY SYSTEM MANAGER SENIOR DIGITAL STRATEGIST (EDUCATION TECHNOLOGY) SENIOR FRONT-END DEVELOPER SYSTEMS AND DISCOVERY SERVICES LIBRARIAN SYSTEMS AND TECHNOLOGY LIBRARIAN WEB AND SYSTEMS LIBRARIAN	Provide leadership in the development and enhancement of staff- and public-facing systems and collaborate to coordinate, assess, improve LSP and discovery experiences. Maintain accurate holdings records, coordinate subscriptions, troubleshoot access issues, evaluate collection usage for retention and development. Monitor system outages, trouble-shoot with vendors, library staff, IT. Maintain compliance with depository regulations, assist patrons with government information research, collaborate to integrate government resources into services.	Strong technical skills, including knowledge of library software and systems such as integrated library systems, discovery systems, authentication software, open URL linking standards, or metadata standards. Experience working with consortia. Alma Administration certification.	Springshare Ex Libris Alma Salesforce ILS Primo SirsiDynix Java XML MARC Digital Commons Perl Ezproxy Open URL link resolver Python DevOps PHP Windows Server JavaScript Apache APIs Oracle Sierra Adobe Experience Manager Dublin Core Microsoft Excel SQL/MySQL Git Linux Symphony WordPress PowerPoint
	Oversees daily operations of library systems as well as assists in the development of innovative solutions. Responsible for library technology and systems such as the integrated library system, PC and print management system, room reservations system, self-checkout stations and automated return and materials handling systems for both library branches and outreach needs. Keeps the library up to date with public and internal facing technology and technology trainings.	Flexibility, adaptability and the ability to lead in an environment of continuous improvement and change. Effective communication both orally and in writing. Ability to gather and use evidence and data to inform decisions. Ability to exercise independent judgment to provide input on how to apply policies and procedures to specific situations. Knowledge of effective supervisory techniques, ability to coach and mentor staff. Ability to see problems, solutions holistically at an organizational level. Knowledge of marketing, social media, networking strategies.	
	Manage OCLC-based integrated library system (ILS), ensuring configuration, data integrity and system performance. Assist in database maintenance, including routine upgrades, data migrations, record clean-up activities. Manage the lifecycle of electronic resources, print serials, focusing on access, maintenance, user support.	Basic understanding of integrated library systems, including configuration, data management, trouble-shooting. Knowledge of managing e-resources and print serials, with an understanding of common access issues and authentication methods. Proficiency in data analysis and migration, scripting tools to ensure data integrity.	

*Sorted by frequency.

Leadership, Management & Administration

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
BRANCH LIBRARY SUPERVISOR DIGITAL PROJECTS COORDINATOR DIRECTOR OF LIBRARY DIVERSITY, EQUITY AND INCLUSION EMPLOYEE ENGAGEMENT COORDINATOR HEAD, RESEARCH AND EDUCATION LIBRARY ADMINISTRATIVE SERVICES SUPERVISOR LIBRARY AND HISTORY MUSEUM DIRECTOR LIBRARY PROGRAM COORDINATOR LIBRARY SERVICES SUPERVISOR LIBRARY TECHNOLOGY CONSULTANT MANAGER, RESOURCE SHARING AND STACKS MAINTENANCE MARKETING / COMMUNICATIONS MANAGER MARKETING CONTENT MANAGER OPEN PUBLISHING COORDINATOR OUTREACH AND EVENTS COORDINATOR REGIONAL LIBRARY MANAGER STRATEGIC COMMUNICATIONS MANAGER SUPERVISING LIBRARIAN	Interprets, implements and recommends library policies and procedures. Communicates with the local community to develop effective library services. Consults with the Head of Branch Services concerning the collection development policy and long-range planning. Conducts reference interviews with patrons to address special research needs. Administers the Branch budget. Conducts public relations programs to increase awareness and support of library programs and services.	Master's degree in Library Science from an accredited university or be eligible for a Georgia Librarian License within one year is required. At least one year experience working with the public is required. Supervisory experience is preferred.	Microsoft Excel AI Tools PowerPoint ILS Microsoft Word Outlook Google Workspace Canva Adobe Creative Suite DAM Springshare OCLC Power BI Sierra Canvas Ex Libris Alma Tableau Innovative Interfaces Microsoft Teams WordPress Salesforce Google Analytics REST Asana SAP Curator SharePoint
	Deep knowledge of current issues and best practices for developing, managing research services, awareness of major trends in user services, higher education and research libraries. Oversees the activities of directors of two departments and four library units, including hiring, training, scheduling and performance management. Actively participate in strategic planning and relevant assessment activities. Advocate for, lead and support the development and implementation of innovative tools and workflows to meet user needs.	Professional experience in academic libraries, including 3 years in a supervisory and personnel management role. Experience managing projects, workflows and deadlines in a collegial, complex and changing environment. Experience making public presentations and communicating complex ideas. Excellent organizational skills. Ability to plan, implement, evaluate new services initiatives.	
	Manages selected projects for the library system with library manager approval. Acts as person in charge in the absence of the library manager. Handles employee relations issues. Participates in strategic planning for the library and for the library system. Develops and evaluates special projects, services and programs.	Supervisory experience in a public library. Knowledge of core archival services and programs, demonstrated project management skills. Knowledge of facilitation tools, team dynamics. Ability to maintain effective working relationships with coworkers, officials, volunteers, community organizations, public. Public media interaction, presentation and negotiation skills.	

**Sorted by frequency.*

Outreach, Programming & Instruction

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ADVOCACY AND COMMUNICATIONS ASSOCIATE ASSISTANT MANAGER, BOOKMOBILES AND MOBILE SERVICES CHILDREN AND TEEN SERVICES LIBRARIAN CHILDREN'S SERVICES LIBRARIAN HEAD OF YOUTH SERVICES IMMERSIVE LEARNING SUPERVISOR INFORMATION LITERACY LIBRARIAN INFORMATION SERVICES SUPERVISOR INSTRUCTION AND OUTREACH ART LIBRARIAN INSTRUCTIONAL MEDIA LIBRARIAN INSTRUCTIONAL SERVICES REFERENCE LIBRARIAN LIBRARY PROGRAMMING ASSISTANT ONLINE ACCESSIBILITY SUPPORT SPECIALIST YOUNG ADULT LIBRARIAN YOUTH AND FAMILY SERVICES MANAGER YOUTH SERVICES LIBRARY ASSISTANT YOUTH SERVICES MANAGER	Provide individual legal research support to students and faculty, virtually and in person. Help orient law students to library resources and services and develop their legal research skills. Coordinate library outreach services to law student organizations. Author research guides, finding aids and instructional materials. Train and support faculty research assistants as needed. Design and conduct library programs and tours.	Juris Doctor (J.D.) from an ABA-accredited law school. Work experience in a law library or other setting that involves legal research. Master of Library and Information Science (M.L.I.S.) from an ALA-accredited library school or equivalent. Supervisory experience preferred.	OCLC LibGuides Microsoft Excel ILS Springshare Canvas PowerPoint Outlook Innovative Interfaces AI Tools Sierra Ex Libris Alma SirsiDynix Microsoft Word Innovative Interfaces MARC Adobe Creative Suite Microsoft Teams FOLIO Canva Lexis Westlaw Google Workspace R SQL Koha Microsoft Publisher RDA WordPress
	Conduct and evaluate innovative and engaging programs and services for adults, with focus on senior interests. Collaborate with other library departments and community organizations to enhance service and program offerings. Foster partnerships with local organizations, businesses and other community groups to expand library services. Manage volunteers and community service workers. Teach patrons to use personal mobile devices and related technology. Lead small group instruction on a variety of technology topics.	Experience in a public library setting preferred. Experience in program development, marketing and community outreach.	
	Provide direct public service at the Youth Services desk. Conduct staff-led programs for middle-schoolers and high-schoolers. Organize Summer Reading Program for Young Adults . Select collections material and evaluate for timeliness and use, with emphasis on the Young Adult collection. Provide community outreach by establishing contacts with schools and other community organizations. Teach children, young adults and parents how to use library resources.	Experience in a public library setting working with Young Adults as well as a demonstrated knowledge of library practices including knowledge of reader interest levels and of books, authors and culture in general; library technology, reference materials and resources in print and electronic format and standard office computer applications; good oral and written communication skills and the ability to develop and present programs for Young Adults.	

**Sorted by frequency.*

Reference & Research

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ARCHITECTURE AND DESIGN LIBRARIAN ASSISTANT DIRECTOR FOR RESEARCH AND DATA EDUCATION CLASSIFIED MATERIAL AND REFERENCE LIBRARIAN GIS LIBRARIAN HEALTH AND HUMAN SERVICES LIBRARIAN HISTORIAN/RESEARCHER LAW REFERENCE LIBRARIAN LIAISON LIBRARIAN FOR STEM LIAISON LIBRARIAN TO CLINICAL SERVICES LOCAL HISTORY/GENEALOGY LIBRARIAN REFERENCE AND RESEARCH LIBRARIAN SCHOLARLY COMMUNICATION STRATEGIES LIBRARIAN SCHOLARLY COMMUNICATIONS AND OER LIBRARIAN SOCIAL SCIENCES AND COPYRIGHT LIBRARIAN SENIOR LAW LIBRARIAN UX RESEARCHER	Performs in-depth research using Lexis Advance, Westlaw Precision, Bloomberg Law, S&P Capital IQ, Merger Market, Lex Machina or other sources. Analyzes external data as it relates to current and potential clients, industries and practices. Identifies potential areas of cross-selling and promotional opportunities in providing legal services to new and existing clients/markets. Monitors legal industry trends such as economic, political and regulatory trends impacting the legal community and their relevance to Firm initiatives.	Experience in a research-focused role in a law firm or other professional services environment, including experience researching and analyzing litigation, intellectual property prosecution, transactions, companies, industries and markets. Proficiency using Microsoft Office. Advanced skills using legal research tools. Must demonstrate project management skills, strong customer service skills, planning/organizational skills, excellent oral and written communication.	Microsoft Office Westlaw Springshare/LibGuides Bloomberg Law PowerPoint Microsoft Excel Ex Libris Alma PubMed Lexis Canvas Tableau Digital Commons Microsoft Word Scopus Capital IQ Lex Machina AI Tools VitalLaw Adobe Creative Suite PitchBook SharePoint Power BI SPSS Google Workspace Python/R ORCID XML Intelligize Sierra S&P Capital IQ CINAHL **Sorted by frequency.*
	Design a program of library instruction and research services that integrates into the developing curriculum of the College of Medicine. Design and deliver in-person and online instruction sessions and workshops. Provide research consultations and citation assistance. Create and maintain point-of-need materials, training videos and online research guides. Consult with faculty for in-depth literature reviews, systematic reviews and other research activities. Assess and coordinate campus online and in-person reference activities.	Experience in a library supporting medical education, clinical settings or evidence-based health practice. Proven ability to work with diverse academic units, such as medicine, engineering, nursing and health solutions. Experience in collaborative projects or initiatives that integrate medicine health sciences with technology or engineering. Experience in collection development and managing library resources. Experience with research data management, including the curation and integration of interdisciplinary resources.	
	Provide reference and instructional services to the public, branches, regional libraries. Oversee the production of bibliographic aids. Plan bibliographic instruction and other programs for students, special interest groups or the public in the use of library services. Initiate special projects that analyze, design and develop special services for various diverse audiences.	Thorough knowledge of information provision theory and practice. Specialized knowledge of reading interests, developmental stages of children, teens. Ability to demonstrate vision, strategic thinking, collaboration, inclusive leadership skills, flexibility, adaptability and a willingness to embrace and drive change. Excellent interpersonal and communication skills. Creative problem-solving skills.	

Web Services, User Experience & Social Media

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
COMMUNICATIONS AND CREATIVE CONTENT PRODUCER COMMUNICATIONS AND MEDIA SPECIALIST CONTENT STRATEGIST DIGITAL CONTENT PRODUCER MARKETING AND CONTENT STRATEGIST MARKETING CONTENT STRATEGIST MEDIA PRODUCTION ASSOCIATE PHOTO AND VIDEO CONTENT SPECIALIST SOCIAL MEDIA AND DIGITAL MARKETING COORDINATOR SOCIAL MEDIA CONTENT COORDINATOR UI DESIGNER UI/UX PRODUCT DESIGNER USER EXPERIENCE LIBRARIAN USER SERVICES LIBRARIAN UX STRATEGIST VIDEO AND SOCIAL MEDIA SPECIALIST WEB DEVELOPER WEBMASTER - COMMUNICATIONS AND MEDIA RELATIONS WORKPLACE COMMUNICATIONS STRATEGIST	Initiate UX research projects. Design usability studies, focus groups, surveys, interviews. Follow ethical best practices in study design and data analysis. Maintain user recruitment lists, conduct outreach. Synthesize research findings into actionable insights, recommendations. Generate reports and advocate for user experience improvements. Support various phases of UX research (e.g., information architecture, user flows, visual design, accessibility, usability testing). Work with product teams on UX research initiatives using qualitative and quantitative methods.	Skills in and experience with multiple UX research methodologies, such as focus groups, usability studies, user interviews and surveys. Experience with effective project management tools and techniques. Knowledge of current technologies for UX data collection, analysis and reporting. Experience with accessibility testing, web analytics and/or user experience design (e.g., content strategy, information architecture, prototyping, visual design). Strong understanding of design principles related to accessibility, responsive design and user centered design.	Adobe Creative Suite Microsoft Excel HTML/CSS Adobe Photoshop PowerPoint Canva Google Analytics Adobe Illustrator WordPress Oracle Java Drupal Springshare/LibGuides SQL XML Adobe Experience Manager DAM Adobe InDesign Figma Primo AI Tools JavaScript Tableau Salesforce PHP Microsoft Word Outlook Adobe Premiere
	Oversee the design and content of the library website, evaluate and improve our discovery service, lead usability testing and improve integration between the library's web and the university's learning management system. Develop documentation to help library faculty and staff create pages and content using our web resources as well as ensuring compliance with accessibility, information security, privacy, other legal and campus requirements and branding guidelines.	Demonstrated experience writing HTML and CSS. Demonstrated experience with library discovery interfaces. Knowledge of inclusive practices and standards in library websites and discovery services, including accessibility requirements. Demonstrated knowledge of and sensitivity to anti-oppressive practice, diversity, equity and inclusion. Demonstrated ability to work effectively and collegially.	
	Partner with the business line and stakeholders to develop and execute digital content strategies that align with business objectives and drive engagement. Works with team members to bring the content vision to life. Develop scalable content approaches that can be leveraged across the bank as other teams look to develop similar strategies. Able to execute in a brand voice and tone.	Bachelor's degree emphasis on English, Writing, Technical Writing, Journalism, Content Strategy, Communications, or Library Science preferred. Good understanding of the principles of content strategy and digital best practices. Strong organizational and project management skills. Comfortable working with new Gen AI platforms to facilitate content generation first drafts.	

**Sorted by frequency.*

Job Data by Employer Organization Type

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Academic: College, University & Research Libraries

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ACCESS AND USER SERVICES, DEPARTMENT HEAD ASSISTANT VICE PRESIDENT, COLLECTIONS AND DIGITAL STRATEGIES BUSINESS AND INSTRUCTION LIBRARIAN DIGITAL CONTENT SPECIALIST DIGITAL PRESERVATION SPECIALIST DIRECTOR, METADATA STRATEGIES EMERGING TECHNOLOGIES FELLOW HEAD OF RESEARCH DATA SERVICES HEALTH SCIENCE LIBRARIAN INFORMATIONIST/LIBRARIAN INSTRUCTION AND USER SERVICES LIBRARIAN LAW REFERENCE LIBRARIAN ORAL HISTORIAN PROCESSING ARCHIVIST RESEARCH SERVICES STUDENT SUPPORT AND HUMANITIES LIBRARIAN RESEARCH SPECIALIST SENIOR REFERENCE LIBRARIAN STRATEGIC ACQUISITIONS LIBRARIAN	Provide instruction, reference services and research assistance to faculty, students, staff and community members. Coordinate and lead the Unit's point-of-need reference services, oversee scheduling and develop strategies in collaboration with the Head for Access and Engagement. Collaborate with colleagues to plan, develop and deliver information literacy instruction, research assistance and outreach to first-year students in various settings, formats, with goal of increasing student success and retention.	Experience applying or utilizing contemporary library technology and techniques within course work or when assisting library users. Experience developing and delivering presentations online and in-person. Experience and skills with technology, including but not limited to, creating and maintaining web-based products and digital instructional materials. Experience in public service. Experience working independently and collaboratively. Knowledge of assessment methods and activities used in reference and/or library instruction.	Microsoft Excel Ex Libris Alma MARC Springshare/LibGuides DAM SQL ArchivesSpace Tableau PowerPoint Adobe Creative Suite AI Tools Primo Power BI Dublin Core Adobe Experience Manager Microsoft Word RDA XML Python Adobe Photoshop Outlook DACS EAD Salesforce Java R Canvas
	Arrange and describe paper and born-digital records; create complete online finding aid. Identify conservation issues in collection and collaborate with Conservation department. Participate in the development, documentation and implementation of processing standards in the Archives unit. Participate in the department's reparative description project by assisting in the review of the repository's extant papers.	Demonstrated experience in the principles of archival appraisal, processing, description and reference; specifically applying archival metadata standards. Excellent writing and communication skills. Commitment to advancing diversity, equity and inclusion through archival practice, mentorship and research methodology. Educational background in public policy, political science, or a related field. Experience working with an archival content management system.	
	Provides consultations, instruction sessions to support research and clinical practice in health sciences. Supports faculty research through advanced database skills, discipline knowledge. Implements emerging trends in health sciences evidence-based practice, scholarly com-munication, publication processes, instructional technologies specific to health sciences.	Knowledge of research processes, scholarly communication models, pedagogical methods and information retrieval. Knowledge of health-related disciplines to support the teaching and research efforts in these subjects. Knowledge of subject specific resources for research, instruction. Active listening skills and reference interview skills. Excellent customer service skills. Intermediate to advanced web development skills.	

*Sorted by frequency.

Archives, Museums & Cultural Organizations

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
AFRICAN AMERICAN HISTORY ARCHIVIST ARCHIVES AND MANUSCRIPT COLLECTIONS SUPERVISOR ARCHIVIST AND DIGITAL ASSET SPECIALIST ASSISTANT PROJECT ARCHIVIST ASSOCIATE ARCHIVIST FOR DIGITIZATION COLLECTIONS SPECIALIST WITH ARCHIVE FOCUS DIGITAL ASSETS LIBRARIAN DIGITAL RECORDS ARCHIVIST DIRECTOR OF HISTORICAL LIBRARY AND ARCHIVES LIBRARY PROJECT CATALOGER MUSEUM ASSISTANT REGISTRAR MUSEUM CURATOR MUSEUM RECORDS ARCHIVIST ORAL HISTORY PROJECT MANAGER PRESERVATION LIBRARIAN PUBLIC HISTORIAN SENIOR HISTORIAN / HERITAGE ADVOCATE TECHNICAL SERVICES MANAGER	Answer inquiries about permissions and reproductions process. Research intellectual property rights status, including copyright. Secure image rights for use in publications, exhibitions and website, as well as for public relations, marketing and commercial use. Digitize, catalog archival and artifactual objects. Manage licensing agreements. Manage collections database of copyright information. Develop IP best practices. Lead outreach strategy development to promote awareness and accessibility of digital collections.	Substantial experience in rights management, digital project management, or contracts negotiation, preferably in a museum, archive, or library setting. Demonstrated ability to innovate and adapt to change. Excellent written and verbal communication skills. Strong time management skills. Highly accurate, detail-oriented and organized; demonstrated focus on follow-up. Ability to work independently and as part of a team with strong collaboration skills. Capable of working with minimum supervision. Experience with licensing and copyright.	OCLC ArchivesSpace Dublin Core DACS MARC EAD PastPerfect Curator RDA Ex Libris Alma LCSH Sierra DAM TMS Microsoft Excel Archive-It Preservica Google Workspace BIBFRAME Primo Altru CONTENTdm OCLC Connexion Adobe Photoshop Tessitura Adobe Acrobat Pro AACR2 Zendesk MarcEdit XML Jira *Sorted by frequency.*
	Interview, select, onboard and provide training for library volunteers. Assign tasks and oversee volunteer activities. Provide research assistance to staff, volunteers, museum guests and external researchers. Work with curators, historians and other departments to support projects and exhibits. Ensure the preservation and accessibility of library materials. Coordinate the library's technological infrastructure. Build relationships with external institutions, organizations, researchers to foster resource sharing and collaboration.	Experience in managing and providing library services, preferably in a research environment. Prior experience working with volunteers preferred. Strong knowledge of library science principles, including cataloging, classification systems and archival procedures, collection preservation for antiquarian materials. Evaluate processes for inefficiencies and implement new processes. Excellent customer service skills. Excellent verbal and written communication skills. Ability to deal effectively with deadlines and time pressures.	
	Implement archival processing plan that prioritizes backlogs, archival digitization needs, records maintenance. Support staff developing public history programming that uses archival resources. Research/write articles for local newspaper, blogposts, Museum publications.	Experience building and managing digital archives, including developing workflows for processing born-digital materials. Current with privacy, confidentiality, copyright and use policies. Demonstrated interest in engaging with individuals from various backgrounds, cultures, perspectives.	

Corporate Organizations & Business Libraries

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ARCHIVIST-RESEARCH DATA AND HISTORICAL ANALYST CONTENT COORDINATOR CONTENT STRATEGIST CREATIVE DIGITAL ASSET MANAGER CREATIVE OPERATIONS SYSTEMS MANAGER DATA GOVERNANCE LEAD DATA STEWARD DATA STRATEGY ANALYST DIGITAL ARCHIVIST LEARNING CONTENT SPECIALIST PRESENTATION SPECIALIST PRODUCT CONTENT MANAGER SENIOR EXPLOITATION SPECIALIST/DATA MANAGER AND CATALOGER SENIOR UX RESEARCHER AND TESTER TRAINING AND CONTENT MANAGEMENT SENIOR MANAGER USER INTERFACE DESIGNER VISUAL ASSET ASSOCIATE	Lead efforts in gatherinand, cleaning and validating large datasets from diverse sources, ensuring accuracy and consistency. Develop and implement processes to collect, store and manage data from multiple channels, ensuring it is easily accessible and well-organized for analysis. Collaborate with stakeholders to define data collection requirements and ensure seamless integration with existing systems. Use statistical analysis, data mining and machine learning techniques to uncover actionable insights that drive business decisions.	Experience in a data analyst role or similar positions, with proven success in working with large, complex datasets. Experience in data analysis, reporting and visualization, preferably in a fast-paced environment such as technology or business analytics. Technical Skills: Strong proficiency in data analysis and manipulation tools, experience with data visualization tools. Experience in creating detailed reports and presentations that translate technical data into business-focused insights.	DAM Microsoft Office Microsoft Excel SQL Adobe Experience Manager Tableau PowerPoint Power BI Adobe Creative Suite OCLC Salesforce Oracle AI Tools XML Adobe Photoshop Microsoft Word Google Analytics HTML/CSS SharePoint Java Python Outlook Azure Figma ArchivesSpace JSON WordPress Adobe Acrobat Pro
	Perform online research in NLM collections and databases to compile bibliographies and content summaries of collection content. Develop and execute a search strategy for research in online NLM collections and databases. Research may also include non-NLM public-facing resources like the Internet Archives and other institutions' digital archives. Deliver bibliographies/content summaries and/or syntheses of selected NLM collections.	Demonstrated experience with online historical research and writing bibliographies and/or content summaries. The ability to effectively communicate through interpersonal, written and oral skills. Ability to work independently.	
	Detailed data analysis to identify metadata trends, potential taxonomy quality issues. Research (both internal and external) to enrich node metadata. Proactive status reporting on progress, questions, issues, or potential opportunity areas with partners and stakeholders. Implementation based on taxonomy governance guidelines.	Experience in developing taxonomies and/or ontologies to support a variety of systems both for front-end and back-end use. Experience developing taxonomies, thesauri, or ontologies. Experiencing researching and defining taxonomy and ontology node metadata based on existing standards. Strong ownership and ability to self-start, build relationships with partners and develop a point of view.	

*Sorted by frequency.

Government (Federal/State) Agencies & Libraries

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
COMMUNICATIONS AND MEDIA RELATIONS SPECIALIST DATABASE ANALYST DIGITAL ARCHIVIST FOR ONLINE PROGRAMMING DIGITAL COMMUNICATION SPECIALIST DIGITAL CONTENT COORDINATOR INFORMATION SPECIALIST IT DATA AND ASSET MANAGEMENT SUPERVISOR LIBRARY TECHNICIAN - PASSPORT SERVICES LIBRARY TECHNOLOGY AND COLLECTIONS MANAGEMENT SUMMER ASSISTANT MEDIA PRODUCTION SPECIALIST PRESERVATION SERVICES SECTION HEAD SENIOR INNOVATION SPECIALIST SOCIAL MEDIA SPECIALIST SYSTEMS LIBRARIAN TRANSPORTATION SYSTEMS AND DATA ANALYST VIDEO PRESERVATION SPECIALIST WEB SPECIALIST	Manage Alma settings, workflows and configurations across all modules: acquisitions, cataloging, circulation and resource sharing. Create, manage user accounts, access levels and permissions for library staff, patrons. Import, export, maintain data integrity. Identify and resolve issues related to Alma functionality and user errors. Generate reports on library usage, resource access and circulation statistics. Train and support library staff. Collaborate with vendor support teams to address system updates and technical issues.	Alma Administration Certification. Extensive knowledge of library management systems and cataloging standards. Expertise in data management and analysis. Strong technical skills, understanding of network infrastructure. Excellent communication, interpersonal skills to build relationships with library staff. Proven project management skills to oversee complex initiatives.	Microsoft Office SQL Microsoft Excel Adobe Creative Suite Tableau Power BI Adobe Photoshop PowerPoint Adobe Illustrator HTML/CSS Adobe InDesign Ex Libris Alma Canva Google Analytics R Microsoft Word Drupal Java ILS WordPress ArchivesSpace SAS Adobe Premiere OCLC JavaScript SharePoint Oracle RDA Adobe Acrobat Pro Outlook *Sorted by frequency.*
	Receive, authenticate, maintain, departmental record. Document destruction of records as mandated by established procedures. Review records, reports to determine proper media reproduction processes and electronic data processing required. Ensure safety, security and confidentiality of digitized records. Compile statistical reports. Review records retention policies to determine timetables for transferring active records to inactive or archival storage.	Knowledge of Federal, State, Local and County laws, rules, regulations and guidelines applicable to records management; standard practices and techniques of records management, including file management techniques; principles and procedures of record keeping; record retention schedules. Database management.	
	Interview, interact with customers, library specialists both government and civilian, other government professional and private sector organizations, to establish user needs and requirements. Train staff on reference, information searches. Assign work schedules, evaluates performance standards. Serve as Subject Matter Expert (SME) in Technical Services.	Experience which includes: 1) assisting in the development of library policies and procedures; 2) using library automation to solve highly complex problems within the functions and to manage the library system; AND 3) Integrating digital library holdings with existing collections.	

K-12 School Libraries

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
HIGH SCHOOL/LIBRARY-MEDIA SPECIALIST INNOVATION AND MEDIA SPECIALIST INSTRUCTION AND INNOVATION LIBRARIAN INSTRUCTIONAL AND ELECTRONIC RESOURCE LIBRARIAN INSTRUCTIONAL LIBRARIAN LIBRARIAN LIBRARY MEDIA SPECIALIST LOWER SCHOOL LIBRARIAN MIDDLE AND UPPER SCHOOLS LIBRARY MEDIA SPECIALIST MIDDLE SCHOOL LIBRARIAN PK-8 MEDIA SPECIALIST SCHOOL ARCHIVIST SCHOOL LIBRARY MEDIA COORDINATOR	Develop, maintain a diverse and relevant collection of print and digital resources. Provide instruction in information literacy, research skills and digital citizenship. Collaborate with teachers to integrate library resources and services into the curriculum. Create and implement engaging programs and activities to promote reading and literacy. Manage the library budget and resources effectively. Maintain a welcoming and inclusive library environment for all students. Stay current with trends in library science and technology.	Experience working with middle and high school students preferred. Strong knowledge of library resources, technologies and best practices. Excellent communication, interpersonal and collaboration skills. Ability to create and deliver engaging instruction and programs. Passion for promoting reading, literacy and lifelong learning. Experience using Follett Destiny for collection maintenance and management. Experience analyzing database collections. Experience with digital resources and online databases.	Microsoft Office PowerPoint LibGuides Microsoft Excel Canvas DAM Microsoft Word Google Workspace JSON Koha Sushi Outlook Follett Destiny Office 365 Artificial Intelligence LESS Counter Canva Adobe Creative Cloud
	Serve as instructional librarian to one or more departments and programs. Provide research assistance, while working on the Welcome Desk or during one-on-one reference appointments. Assist with both reference and circulation requests. Create and maintain online instructional materials, digital learning objects and content for the school's online presence. Develop outreach initiatives, displays, programs, community engagement activities. Provide leadership, expertise to acquire/integrate electronic resources into the library's collections.	Experience providing reference services and conducting one-on-one reference interviews. Awareness of current issues in the electronic resources' lifecycle. Knowledge of major databases and data reporting software. Ability to communicate about current information and emerging technologies. An aptitude and willingness to learn new technologies and systems. Experience working with teens and understand their mindset, academic needs and interests.	
	Partner with faculty to integrate research skills and information literacy into the curriculum. Inspire love of reading through book talks, author visits and library programs. Teach students to find, evaluate and use information responsibly. Maintain a diverse and relevant collection of print and digital resources.	Strong knowledge of children's literature and digital resources. Experience with library management systems and educational technology. Excellent communication and collaboration skills. Commitment to fostering an inclusive and engaging library environment.	

**Sorted by frequency.*

Legal: Academic, Government & Private Practice Libraries

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
CIRCUIT LAW LIBRARIAN CLIENT FILE MANAGEMENT SPECIALIST COMPETITIVE INTELLIGENCE RESEARCH LIBRARIAN COORDINATOR, INTERNAL DATA RESEARCH AND COMPETITOR ANALYSIS DIRECTOR, LAW LIBRARY DIRECTOR, RESEARCH AND KNOWLEDGE MANAGEMENT HEAD OF EMERGING LAW PRACTICE TECHNOLOGY INFORMATION MANAGEMENT SPECIALIST/RECORDS SPECIALIST LEGAL RESEARCH AND KNOWLEDGE MANAGEMENT LEAD LEGAL RESEARCH LIBRARIAN REFERENCE LIBRARIAN RESEARCH ANALYST RESEARCH LIBRARIAN SATELLITE LIBRARIAN SUPERVISORY LIBRARIAN TECHNICAL SERVICES AND SYSTEMS LIBRARIAN TRADEMARK RECORDS COORDINATOR	Maintain, develop the firm's legal research library. Provide legal research support to attorneys, paralegals and staff. Evaluate legal research tools, ensuring cost-effectiveness and resource efficiency. Implement knowledge management strategies to improve information sharing across practice areas. Ensure compliance with copyright and licensing requirements for legal information resources. Introduce AI research tools to enhance legal research efficiency and accuracy. Train legal staff on the use of AI research tools and provide ongoing support to ensure effective utilization.	Familiarity with artificial intelligence tools for legal research and contract analysis. Experience implementing workflow automation and knowledge management solutions. Ability to develop annual budgets and monitor monthly expenditures. Ability to successfully manage relationships with outside vendors, attorneys and support staff. Strong interpersonal and supervisory skills along with verbal, writing and organizational skills.	Westlaw Lexis Microsoft Excel Bloomberg Law LibGuides ILS Ex Libris Alma MARC PowerPoint Capital IQ SirsiDynix VitalLaw Java AI Tools XML SQL RDA Intelligize OCLC Connexion Office 365 Outlook Primo SharePoint Sierra Microsoft Word Digital Commons Deal Point Data Tableau Power BI MarcEdit
	Conduct company, industry and other research to support firm wide strategic initiatives. Collaborate with team members on large, complex assignments. Gather, synthesize, summarize relevant, insightful, well-targeted research about prospects, clients and industries to attorneys, firm leaders and marketing staff to facilitate decision making and business planning. Monitor industry trends and client news and disseminate alerts and curated newsletters to appropriate groups and individuals.	Solid proficiency in the use of both print and online resources. Strong analytical and critical thinking skills. Independently manages multiple projects. Demonstrated ability to provide superior client service. Self-motivated with the ability to work independently and collaboratively within and across departments. Excellent verbal and written communication skills, including presentation skills. Excellent technology skills.	
	Conduct thorough research using electronic and print resources to address requests submitted via our virtual research platform. Use AI tools to provide advanced, data-driven research insights. Train attorneys and business professionals on effectively using research tools. Collaborate with the Practice Innovation and Resource Management teams to test, evaluate and manage our tools and resources.	Expertise with standard legal resources, databases, software applications and integrated library systems; strong interest in emerging technologies. Exceptional organization skills, ability to multi-task and prioritize. Service-oriented team player, with initiative and problem-solving abilities.	

**Sorted by frequency.*

Medical, Pharmaceutical & Health Science Libraries

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ASSISTANT DIRECTOR FOR RESEARCH AND DATA EDUCATION DATA ANALYST DIGITAL ASSET LIBRARIAN HEAD LIBRARIAN HEAD OF RESEARCH AND INFORMATION SERVICES - MEDICAL CENTER LIBRARY HEALTH SCIENCES SPECIAL COLLECTIONS LIBRARIAN LIAISON LIBRARIAN TO CLINICAL SERVICES LIBRARIAN LIBRARY AND ARCHIVES CONSERVATOR LIBRARY ASSISTANT LIBRARY DIRECTOR MEDICAL LIBRARIAN MEDICAL LIBRARIAN (DIGITAL ARCHIVIST) MEDICAL LIBRARY TECHNICIAN PUBLIC SERVICES LIBRARIAN REFERENCE AND CORE CLAIMS CONTENT CENTRAL LIBRARIAN SCHOOL OF NURSING - LIBRARIAN VISUAL RESOURCES SENIOR ARCHIVIST	Engages with providers, faculty and students to identify, implement library services that advance continuous improvement in patient care, teaching, learning, research and clinical outcomes. Evaluates and recommends information resources appropriate for clinical needs and explores potential areas for collection development to support clinical and research needs. Conducts exhaustive searches of medical literature to address research questions and issues related to patient care. Provides reference and research consultations (email, chat, Zoom).	Experience in an academic, health sciences, or biomedical libraries environment or in an affiliated clinical/research setting. Commitment to providing high-quality customer service. Demonstrated expertise in evidence-based practice, conducting structured reviews, providing reference and instruction and developing and teaching classes on the use of information resources to support clinical care and quality improvement.	Springshare/LibGuides DAM PubMed Microsoft Excel Adobe Experience Manager CINAHL Up To Date AtoM LibCal Power BI Scopus Archivematica Tableau Ex Libris Alma Dublin Core ORCID EBSCO BitCurator OVID ArchivesSpace Microsoft Office Archive-It SharePoint EZproxy SQL FOLIO VuFind Adobe Creative Suite HTML VOSviewer In Cites *Sorted by frequency.*
	Oversee library operations, including hiring, training, supervision of staff. Develop training programs and establish performance and service standards. Provide outreach, reference and instruction services to faculty, clinicians, researchers, staff and students. Provide high-quality research consultation and literature searches. Perform collection development, including budget management and selection of resources. Compile and evaluate library service and activity measures.	Leadership experience. Demonstrated experience and/or training in scoping and systematic reviews. Strong service orientation and commitment to providing a welcome environment and outstanding customer service. Progressively responsible experience in a healthcare or academic sciences library setting. Strong collaborative, interpersonal and communication skills. Experience working on research projects, individually and collaboratively. Teaching experience, including creating online resources guides and tutorials.	
	Provide reference service and research assistance. Develops and delivers instructional sessions on information literacy, database searching and citation management. Manages and curates nursing-related library resources, including books, journals and electronic databases. Coordinates collection development.	Familiarity with nursing and healthcare databases such as CINAHL, Pub Med and Up To Date. Strong teaching and instructional skills. Excellent communication and collaboration abilities. Proficiency in using digital library resources and citation management tools. Knowledge and experience with electronic health records.	

Nonprofit Organizations

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ADVOCACY AND COMMUNICATIONS ASSOCIATE ARCHIVE MANAGER ASSISTANT ARCHIVIST COORDINATOR, DIRECT MARKETING DEVELOPMENT AND COMMUNICATIONS MANAGER DIGITAL COMMUNICATIONS ASSOCIATE DIGITAL STRATEGIST	Identify new content acquisitions, assess collection gaps, collaborate with members and partners to expand available resources. Build relationships with legal institutions, libraries and scholars. Lead instructional initiatives, training programs and outreach efforts to support member institutions. Develop educational materials, webinars and workshops. Work on collection-related projects, digitization priorities and initiatives to enhance access to legal materials. Contribute to strategic planning efforts related to collection development and outreach.	Experience working with foreign, international, or historical legal materials. Experience in teaching, instruction, or legal research training. Strong outreach and engagement skills, with ability to build relationships across institutions. Strong communication skills. Ability to manage multiple priorities, meet deadlines and work both independently and collaboratively. Leadership skills, with the ability to take initiative on projects, guide outreach efforts.	Microsoft Excel Adobe Creative Suite Canva Salesforce Tableau PowerPoint OCLC Google Workspace Adobe Photoshop SQL Google Analytics Microsoft Word Power BI WordPress Adobe InDesign Asana Adobe Illustrator HTML/CSS Drupal R MARC Outlook Slack Java DACS SPSS TMS Springshare/LibGuides Machine Learning REST SharePoint **Sorted by frequency.*
DIRECTOR, LIBRARY SERVICES GRANTS MANAGER HEAD, ARTS AND HUMANITIES LIAISONS INDIVIDUAL GIVING DIRECTOR LIBRARY CATALOGUING INTERN MARKETING ASSOCIATE PART-TIME DEVELOPMENT AND MARKETING COORDINATOR	Add records to the catalog of a special collection library toward online access. Collect, organize and preserve documents and items in accordance with prevailing best practices of preservation and retention. Process discrete collections, producing standard finding aids for publication. Develop a digital asset and records management policy and program that will enhance the archives' online presence. Provide research services by phone or email and render assistance to on-site patrons.	Candidates who are functionally bi- or multi-lingual are an asset. Experience in an archival setting and the ability to research and compare current information system software. Understanding of digitization standards and protocols. Knowledge of basic digital preservation best practices and programs. Experience with digitization projects, a large graphic or audio-visual collection. Strong communication and interpersonal skills, particularly with scholars.	
RESEARCH ANALYST SENIOR CREATIVE CONTENT MANAGER SENIOR GRANTS AND CONTRACTS SYSTEM ASSOCIATE SENIOR MULTIMEDIA DESIGNER SOCIAL MEDIA MANAGER	Focus on the Foundation's data (files, images and documents), systems to support and organize the data, as well as reporting, track KPIs. Develop, implement a system for capturing and sorting documents, images, applications, memos from meetings, tours and travel. Create reporting for the unique needs of each department.	Experience in a communication analytics role, reporting KPIs, managing documents, contact and files. Strong data visualization skills, tracking data and analysis, thinks quantitatively. Communication skills, with focus on documentation. Creativity and confidence to propose new ideas. Coding experience a plus. Strong interpersonal skills.	

Public Libraries

Sample Job Titles	Sample Duties	Sample Skills	Sample Technologies*
ADULT SERVICES MANAGER ASSISTANT DIRECTOR/CHILDREN LIBRARIAN BRANCH COORDINATOR BRANCH LIBRARIAN - TEEN FOCUS CATALOGING SUPERVISOR CHILDREN AND TEEN SERVICES LIBRARIAN COLLECTION SERVICES MANAGER COMMUNICATIONS SPECIALIST DATA SPECIALIST EARLY LITERACY TRAINER AND OUTREACH SPECIALIST INFORMATION SERVICES SUPERVISOR LIBRARIAN TECHNICAL ANALYST LIBRARY PROGRAMMING ASSISTANT MARKETING AND CONTENT STRATEGIST OLDER ADULT SERVICES LIBRARY PROGRAM ASSOCIATE OUTREACH AND COMMUNITY CONNECTIONS MANAGER SENIOR LIBRARIAN FOR LOCAL HISTORY SYSTEM DIRECTOR/SYSTEM LIBRARIAN YOUTH AND FAMILY SERVICES LIBRARIAN	Provide reference, readers' advisory and technology assistance and instruction services. Participate in collection development and evaluation of the adult collection. Contribute to the planning and implementation of programs and services to adult patrons. Perform complex searches in multiple databases. Curate content including digital resources and special collections to meet adult patron needs and interests.	Proficient technology skills and the ability to adapt to changing technology. Knowledge of and commitment to high-quality reference and readers' advisory practices and a demonstrated commitment to excellence in customer service. A comprehensive understanding of the recreational and educational needs of today's adult community. Bilingual skills (Spanish, Polish, or American Sign Language) are desirable.	Microsoft Excel MARC Outlook PowerPoint Sierra Innovative Interfaces SirsiDynix Microsoft Word ArchivesSpace Microsoft Teams Koha RDA Windows Server Dewey Decimal System Microsoft Publisher DevOps Adobe Creative Suite Canva Java HTML/CSS OPAC Symphony Polaris AACR2 Google Workspace LCSH PastPerfect Express OCLC Connexion WordPress Linux *Sorted by frequency.*
	Responsible for the development and maintenance of special collection and archives. Manage new and existing collections for long-term storage, digitization, loan requests and for research and exhibit use. Ensure robust electronic access to relevant genealogy and local history resources. Serve as content expert on genealogy and local history. Work with the Community Engagement/Marketing Manager to create local history and genealogy content for the library's social media accounts and/or website.	Knowledge: local history and genealogical research methods, processes and reference sources; preservation and storage of primary source material; digital collection creation, organization and maintenance. Skill: collection development of local history and genealogy materials; customer service; project management and delegation of tasks; public speaking and effective communication; planning, presenting programming, displays, exhibits and services of interest to adults.	
	Develop a proactive reference service model to serve diverse community's needs. Ensure that staff have the skills and knowledge to provide excellent service in reference, reader's advisory, regional history, business research and other topics. Schedule resources, organize and establish service priorities and coordinate activities for optimum patron benefit.	Knowledge of effective supervisory and coaching techniques. Demonstrate leadership ability. Knowledge: e-resources and other relevant computer technologies; current awareness of library principles, practices, procedures, methods, materials and philosophy. Knowledge of standard safety practices.	

Recommendations for LIS Job Seekers

As you proceed through your iSchool program, you'll find that it is a terrific time to start building your career opportunities and no doubt you'll want to start acting on some of the information you've just read about.

The following slides describe easy-to-implement actions you can take while pursuing your iSchool studies to help you get started on your LIS career journey.

Recommendations for LIS Job Seekers

Make the most of your iSchool experience

Explore the iSchool website for information on career development and use the wide array of resources found there, such as the career blog, virtual job fairs, webcasts, podcasts and the SJSU Career Center. Our contact at the Career Center is an expert on resumes, cover letters, LinkedIn profiles and much more!

Participate in extracurricular activities such as student leadership opportunities. Find volunteer opportunities in your community and beyond, including with online groups. Be sure to take advantage of the iSchool's offer to pay for an LIS professional membership for students and join / become active in at least one of the award-winning student chapters.

Look for iSchool announcements regarding opportunities for internships, special studies projects, scholarships, calls for volunteers, student assistantships, etc. These experiences can all provide good examples of your key strengths in a job interview.

Attend free online events such as faculty presentations, webinars, panel discussions and online programming hosted by student organizations. You'll expand your knowledge of the information profession and gain opportunities to connect with the iSchool community and professionals in the field. (Remember: network!)

Recommendations for LIS Job Seekers

Build a future-ready skillset

Develop skills in high demand across a variety of jobs. Today's LIS roles are often cross-functional. Develop in-demand skills that span disciplines—blend your LIS knowledge with strong communication, collaboration and project management skills to stand out across sectors.

Turn learning into doing to reinforce your coursework with hands-on experience. Internships, part-time roles, volunteer work and student leadership opportunities offer real-world practice for your LIS skills. Choose roles that involve collaboration, public service or problem-solving.

Stay ahead of the curve as technology changes fast. Keep tabs on emerging tools and platforms relevant to LIS work. Treat every course you take at the iSchool as a chance to practice "learning on demand" so that you are always ready to adapt – and lead – when new skills are needed.

Recommendations for LIS Job Seekers

Step up to leadership

Build a network of personal and career connections with fellow students, faculty and LIS professionals through active participation in student groups. Volunteer to take the lead on new projects to demonstrate your initiative, to sharpen your project management skills and to practice effective collaboration.

Lead the team of a student group, especially one affiliated with LIS professional associations. The iSchool student groups are launchpads where you'll gain visibility, hone your leadership skills and build professional relationships with peers and members at the national level.

Share your voice where it counts by joining one of the iSchool's outstanding student publications, such as the Student Research Journal, Archeota, or up//root. Create a new special interest group (SIG) on a hot LIS topic. Demonstrate leadership by seeing the gap and stepping into it to create what's next.

Recommendations for LIS Job Seekers

Show up, stand out

Think broadly about the many ways you can deploy your LIS skills creatively across a range of roles. Whether in UX, BI, data management, or community engagement, your training is adaptable. Check out the iSchool's LIS Career Pathways to see how you can pivot from one pathway to another and repurpose your many transferable skills.

Say "Yes" to opportunities. Big or small—each is a learning moment and chance to shine. Build your reputation as a reliable, resourceful professional by volunteering, collaborating and making meaningful contributions. Be the "can-do" team member or leader. Visibility and relationships open doors.

Bring the best of you. Whether you are in an interview, a team project, or an informal coffee chat, show up with energy and curiosity. Approach each interaction with a solutions-focused mindset. Be the person everyone wants to work with because they trust your skills, your judgment and your openness to new ideas and solutions.

Recommendations for LIS Job Seekers

Build a professional presence on social media

Develop strong social media skills to succeed in today's digital economy. Use your online presence to support, congratulate, connect, give shout-outs to and otherwise promote the success of others. Thoughtful, supportive engagement will help you build a credible and collaborative professional identity.

Use social media strategically to build your professional presence and expand your LIS network. Maintain a consistent profile across platforms like LinkedIn, BlueSky, or TikTok. Follow LIS-related accounts and others that align with your interests. Engaging with diverse perspectives will help you stay informed, spark ideas and grow as an information professional.

Participate in thoughtful, inclusive discussions across diverse LIS spaces. Listen actively, share responsibly and demonstrate your commitment to equitable and inclusive service. Meaningful communication reflects your LIS values and helps you understand the evolving needs of the communities you serve.

Recommendations for LIS Job Seekers

Personalize your job search strategy

Draft a list of keywords for job search terms. Use more than one keyword to narrow search results (e.g., *information management* and *corporate*). Use non-traditional or new terminology (e.g., UX/UI, AI, ML, LLM).

Evaluate the job site's interface. Test the search capabilities to determine whether you can use search filters, wildcards, exact phrases, or Boolean operators to limit or broaden your search.

Note the vocabulary used in job postings and include keywords in searches. Tailor your resume and cover letter to each job posting and be prepared to address those topics in a job interview.

Methodology – Overview

Data from 1546 job postings were collected over a 10-week period between February 1st and April 15th, 2025. Job postings were analyzed and assigned to categories based on specific language with respect to job duties and skills.

The data collected include job posts that require advanced degrees other than LIS when qualifications overlapped significantly.

Job announcements were excluded if they did not contain LIS-related duties or skills.

Methodology – Data Collection

Job announcements were collected from academic and research institutions, public and special libraries, medical organizations, law firms and legal groups, businesses, government agencies, nonprofits, cultural institutions and K-12 schools.

Searches were conducted across 32 job boards from February 1st to April 15, 2025. The job boards included LIS sectoral lists and general job announcement sites.

Please note that specific employment fields may experience annual cycles of job posting; this may have an impact on the findings in this "snapshot" analysis.

Perplexity.ai CoPilot and Claude.ai 3.7 Sonnet were used to develop machine learning Python scripts for job categorization and comparative trend analysis, while ChatGPT-4 assisted with text editing for this report.

Methodology – Data Points

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

- Employer Name, Location, Organization Type
- Position Title, Job Type
- Job-Specific Experience (Required, Preferred, Not Specified)
- Minimum Degree (Post-Graduate, Bachelors, Associates, High School, Not Specified)
- MLIS Degree (Required, Preferred, Not Specified)
- Position Duties
- Skills Required / Desired

Job Sites Searched

LIS Job Sites

American Alliance of Museums (AAM)
https://www.aam-us.org

American Association of Law Libraries (AALL) https://www.aallnet.org

American Library Association (ALA)
https://www.ala.org

American Theological Library Association (ATLA)
https://www.atla.com

ArchivesGig
https://archivesgig.com

Art Libraries Society of North America (ARLIS/NA)
https://www.arlisna.org

Association for Information Science and Technology (ASIS&T)
https://www.asist.org

Association of Research Libraries (ARL)
https://www.arl.org

California Academic and Research Libraries (CARL)
https://carl-acrl.org

California Library Association (CLA)
https://www.cla-net.org

Code4Lib
https://jobs.code4lib.org

Council on Library and Information Resources - Digital Library Federation (CLIR-DFL) https://www.diglib.org

Digital Asset Management News (DAM News)
https://www.damnews.com

Digital Humanities and Libraries (DH and LIB)
https://dhandlib.org

DigitalKoans
https://digital-scholarship.org/digitalkoans

Library Jobs Hub
https://libgig.com/jobs

Library Jobline (Colorado State Library)
https://www.libraryjobline.org

Medical Library Association (MLA)
https://www.mlanet.org

Northern California Association of Law Libraries (NOCALL)
https://nocall.org

SLIS Jobline
https://slis-jobline.simmons.edu/

Society of American Archivists (SAA)
https://www2.archivists.org

Southern California Association of Law Libraries (SCALLNET)
https://scallnet.org

Special Libraries Association (SLA)
https://www.sla.org

Visual Resources Association (VRA)
https://vraweb.org

General Job Sites

GovernmentJobs.com
https://www.governmentjobs.com

Idealist (by Action Without Borders)
https://www.idealist.org

Indeed
https://www.indeed.com

LinkedIn
https://www.linkedin.com

Monster
https://www.monster.com

SimplyHired
https://www.simplyhired.com

USAJobs (U.S. Office of Personnel Management)
https://www.usajobs.gov

ZipRecruiter
https://www.ziprecruiter.com

This *MLIS Skills at Work: A Snapshot of Job Postings 2025* report is presented by the San José State University School of Information.

To learn more, visit the iSchool's Career Development website, view the Careers On-Demand Webcasts and listen to the Career Podcasts.

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