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# Professional Vacancy

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## PROFESSIONAL VACANCY

COLLECTION DEVELOPMENT/REFERENCE LIBRARIAN (JAPANESE)  
C.V. STARR EAST ASIAN LIBRARY  
COLUMBIA UNIVERSITY

Responsibilities: Collection management and reference services for the Japanese research and instructional collection of over 235,000 volumes. Collection management responsibilities include selecting and deselecting material according to curricular and research needs of faculty and students, participation in making and evaluating collection development policies, implementing preservation and conservation policies, caring for rare books, and planning for future collection development programs in conjunction with system-wide policies, external networks and consortia. The position also has primary reference service and bibliographic instruction responsibilities for Japanese studies.

Qualifications: Accredited MLS or master's degree in East Asian studies, fluency in oral and written Japanese and good communication skills in English, up-to-date knowledge of traditional Japanese subject areas and recent developments in the social sciences, familiarity with reference tools and new bibliographic techniques, knowledge of RLIN and other online systems, knowledge of internet resources and use, excellent organizational and interpersonal skills, and the ability to work effectively with faculty and students.

Salary: (will increase 7/1/98) Librarian I: \$34,500-\$43,125; Librarian II: \$36,500-\$49,275; Librarian III: \$39,500-\$59,250. Excellent benefits include assistance with University housing and tuition exemptions for self and family.

To Apply: Send resume listing names, addresses and phone numbers of three references to:

Jane Hunt, Recruitment Manager  
Box 18 Butler Library  
Columbia University  
535 West 114<sup>th</sup> Street  
New York, NY 10027

**Applications will be accepted until position is filled. Applications received by August 31, 1998 will receive priority consideration.**

Columbia University is an Affirmative Action/Equal Opportunity Employer.