**Job Description – Intern, Library Services**

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| **Department: Library** |  | **Reports to:** | **Reference and Research Services Librarian** |  |

**Position Summary**

The NYU Shanghai library is seeking applications for a highly-motivated and service-oriented intern to join the unit. This is an opportunity for an individual who is seeking experience in an academic setting, and would appreciate the chance to work on research projects. Position is open until filled.

**Responsibilities**

* Respond to queries in person, by telephone and online
* Serve as backup to other library staff as needed, e.g., working at the information desk, checking materials in and out, shelving books, etc
* Support Librarians in developing reading list and other special projects
* Assist with planning and coordination of library outreach programs and special events
* Other duties as assigned

**Qualification**

* **Required Education**B.A./B.S. degree in English, Marketing, Communications or equivalent combination of education and/or experience. Bachelor’s/Master’s degree in library & information science or English literature preferred but not required
* **Required Experience**   
  Experience working in an academic library preferred
* **Required Knowledge, Skills, and Abilities**
* Good knowledge of the English, written and spoken.
* Demonstrated strong interpersonal and customer service skills
* Proficiency with Microsoft office suite
* Graphic design skill is a plus
* Ability to work with accuracy and attention to detail
* Ability to work creatively, collaboratively, and effectively both as a team member and independently