



Librarian

Department: College Success

FLSA Classification: Non-Exempt

Reports To: Dean, College Success

Who We Are: Opening in 2009, CRJ now has student enrollment of nearly 500 young men and women. Cristo Rey Jesuit offers a rigorous college preparatory education available to students of limited economic resources in the Houston area. A unique Corporate Work Study Program places students in Houston businesses and nonprofits where they learn the expectations of the corporate world and earn up to 50 percent of the cost of their education. Cristo Rey Jesuit belongs to the national Cristo Rey Network of schools and the national Jesuit Schools Network.

Our Mission: To inspire and prepare students of limited economic resources to succeed in college and lead their communities as compassionate, committed, and competent men and women for others for the greater glory of God.

Our Vision: Compelled by our Jesuit mission and identity, we are a vibrant community that transforms the world by loving, learning, and excelling in all we do.

Read more about CRJ's teaching model and school community on our [website](#).

Our Learning Community: Cristo Rey Jesuit is a learning community of nearly 500 young men and women in grades 9 through 12 and a faculty and staff of 80 educators. Cristo Rey Jesuit students are talented, respectful, and well-behaved young men and women who participate actively in their learning endeavors. The ideal Cristo Rey Jesuit graduate is a person cognizant of God's presence in his/her life, who strives to be steadfast in faith, open to growth, committed to service and social justice, dedicated to academic excellence, and work experience. Every year, 100% of our graduates are accepted into colleges and universities. Cristo Rey Jesuit's faculty and staff are dedicated professionals who strive to embody the mission and core principles of the school, maintain the superior quality of its programs, invest directly in the lives of students, and engage in programs for their own professional and spiritual development.

Who YOU are: We are seeking a dedicated, intellectually curious and mission driven individual who is open to growth and wants to be part of our community. They will have the unique opportunity to help develop one of Houston's most promising educational options for young men and women from families with low to moderate income. An ideal candidate should have an appreciation of the school's mission and a commitment to the values of Catholic education and be comfortable modeling an active and inspiring faith life for all in the community.

The Job: The Librarian is primarily responsible for developing and maintaining of the collection. This position is also responsible for supporting students and teachers with their resource needs and supervises students in the library.



Responsibilities: Include, but are not limited to:

- Maintains a healthy working relationship with the Academic Administration of the school.
- Meets periodically with the Academic Administration of the school and keeps him/her constantly informed of important issues related to responsibilities outlined herein.
- Understands and implements the school's Mission.
- Furnishes information on library activities, facilities, rules, and services.
- Explains and assists in use of reference sources, such as periodical indexes, to locate information.
- Searches files, reference shelves, and computerized information systems to locate requested information.
- Selects and orders all materials for library collection and approves acceptance of gifts.
- Issues and receives materials for circulation or for use in library, and supervises preparation of received materials.
- Performs original, contributed, and copy cataloging (physical or electronic) for library materials in all formats.
- Assembles and arranges displays of books and other library materials.
- Maintains reference and circulation materials.
- Answers correspondence on special reference subjects.
- Compiles bibliographies and develops library user guides, both printed and electronic.
- Prepares or assists in preparation of budget and financial reports.
- Investigates technologies that will improve services.
- Other duties as assigned.

Technical Skills and Professional Qualifications:

- Strong knowledge of Microsoft Office Suite, Google applications, and Windows.
- PowerSchool Academic Record Keeping Software.
- Proficiency in the use of information technology resources.
- This position will require knowledge of library procedures, technical services, material selections, and multimedia resources.
- Bilingual preferred, but not required.

Educational and Experience Requirements:

- Master's degree in Library Science or Bachelor's degree with Learning Resources Endorsement
- Experience in secondary education administration

Physical Requirements and Work Environment:

- Regularly interact with students, parents, staff, and visitors.
- Work at a desk and computer screen for extended periods of time.
- Be able to occasionally lift up to 30 lbs.



CRISTO REY
JESUIT

COLLEGE PREPARATORY SCHOOL OF HOUSTON

Compensation: Competitive salary, benefits, and paid vacation.

To apply for this position, please email your resume and cover letter to Jobs@crstoreyjesuit.org.
Note Librarian in the subject line.

Cristo Rey Jesuit College Preparatory School of Houston and Cristo Rey Work Study Program, Inc are equal opportunity employers.