Librarian - Outreach and Equity (Full-time Tenure-Track Faculty Position)

Posting Details

Position Information

Posting Number 2014150F
Position Title Librarian - Outreach and Equity (Full-time Tenure-Track Faculty Position)
Department Academic Support & LT SKY (DEPT)
Location Skyline College
Position Number 2F0126
Percentage of Full Time The work year is 175 days (10 month of service).
FLSA Exempt (does not accrue overtime)
Months per Year 10
If other, please specify
Salary Range Initial placement with a Master's degree can range from $65,268 up to $81,900 per year; and a Ph.D. can range from $74,784 to $87,420 per year.
Note: The District will make every attempt to at least match the salary at your current employer.
Min Salary
Max Salary
Position Salary Faculty Positions

Posting Type Faculty Positions

Posting Text

General Statement San Mateo County Community College District values the principles of diversity and equity. We provide our students with a rich and dynamic learning community that embraces differences, emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become critical thinkers and socially responsible leaders. Skyline College seeks employees who value working in a collegial, collaborative environment, guided by a commitment to helping all students achieve success. The primary responsibility of this position is to provide focused support for the delivery of library instruction, services, and resources to diverse populations at Skyline College. The librarian also participates in other essential work areas including reference, information literacy instruction, and collection development. This position requires self-direction, flexibility, ability to work well with others as part of a team, and the ability to adapt to a rapidly changing environment. This assignment may include evening and weekend hours.
Start date of this assignment: Fall 2017

Duties and Responsibilities The duties below are representative of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment for this classification.
1. Provide focused support for the delivery of library instruction, services, programs, and resources to Skyline College's diverse student population.
2. Develop, revise, teach, and assess library research and information literacy workshops for delivery in both classroom and online environments.
3. Provide personalized research instruction and reference that focuses on critical thinking.
4. Collaborate with discipline experts to ensure that library print and electronic resources
support the curricular requirement of each department, and ensures that up-to-date, relevant materials complement programs, degrees, and certificates as well as individual courses and subject areas specific to Skyline College.

5. Participate in curriculum development, learning outcomes development and assessments, grants relevant to program, serve on College committees as necessary to maintain and improve the instructional program, and participate in appropriate professional development activities.

6. Establish strategic partnerships with other departments and programs by identifying outreach opportunities, developing and implementing instructional activities and services, and assessing outcomes.

7. Identify and implement new methods, including emerging technologies, for increasing student, faculty, and staff awareness of library services and collections.

8. Identify and implement new methods to improve textbook affordability at Skyline College such as open educational resources (OER) awareness, adoption, use, and assessment.

9. Maintain scheduled office and campus hours, and participate in department/division meetings and committees.

Minimum Qualifications

• Master’s degree in Library Science, Library and Information Science, or the equivalent (see below).
• Demonstrated cultural competence, sensitivity to, and understanding of the diverse academic, socioeconomic, and ethnic backgrounds of community college students, faculty, and staff.

Physical Requirements

Equivalence to Minimum Qualifications

For persons applying for this position based on Equivalence, please answer the supplemental question on the online application indicating one or more of the following:

Degree Equivalence

The applicant possesses a degree(s) with similar content to those listed for the relevant discipline. The name of the degree is close to that specified on the Disciplines List but the degree either has a different title or area of expertise or the coursework is slightly different.

Academic Background Equivalence

Related to disciplines in which a Master’s Degree is not generally expected or available. The applicant must have completed at least 24 semester units of coursework in the academic field and must possess at least the equivalent level of achievement and the equivalent in breadth, depth of understanding, and rigor in each of the following:

i) a broad cultural education usually met by the general education requirements for any Bachelor’s or Associate’s Degree, and

ii) a detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.

Professional Achievement Equivalence

The applicant must have completed the General Education requirements for that degree and show evidence of outstanding professional achievement and/or substantial training in the requested field. The applicant must submit substantial evidence, which demonstrates that his/her preparation, teaching experience, work experience, and ability are equivalent to those expected from a person who meets the minimum qualifications.

Knowledge, Skills and Abilities

The screening committee will select for interview candidates from among those applicants who, in addition to meeting the minimum requirements, give evidence of any or all of the following:

1. Passion and enthusiasm for the role of libraries and librarians in the community college.
2. Ability to self-motivate, prioritize, and effectively multi-task in a dynamic and flexible environment.
3. Strong oral and written communication skills, including engaging presentation skills.
4. Excellent analytical and problem-solving skills.
5. Experience developing, teaching, and assessing information literacy instruction and other library instruction for face-to-face or online courses.
6. Experience delivering reference and other instructional services in synchronous and asynchronous modalities.
7. Demonstrated experience in implementation and technical support of library electronic resources such as databases, integrated library systems, discovery layers, etc.
8. Knowledge of open educational resources (OER) and other textbook affordability strategies and initiatives.
9. Experience planning, implementing, and evaluating library events and programs.
10. Experience supervising or coordinating paraprofessionals or student employees.
11. Demonstrated ability to write grants, manage projects, and/or coordinate events.
12. Demonstrated ability to assume leadership roles, developing programs, and/or engagement in participatory governance.
Preferred Qualifications

- American Library Association (ALA) accredited master’s degree in Library Science or Library Information Science.
- Experience with reference, instruction, and collection development for Baccalaureate (BA) degree programs.

Faculty Benefits

Benefits include a choice of medical plans, dental coverage, vision care, sick leave, salary continuance insurance, and an optional tax-deferred flexible benefit plan. Coverage is offered for employees and all eligible dependents. Academic employees participate in the State Teachers’ Retirement System, a defined-benefit retirement plan through the State of California. Employees may also be eligible for various first-time homebuyer programs.

Posting Detail Information

Open Date 05/09/2017

First Review Date 06/13/2017

Close Date

Open Until Filled Yes

Special Instructions Summary

Required Application Materials

All applicants are required to submit:
1. A completed online District application form (go to https://jobs.smccd.edu to complete the application and to apply for this position)
2. A resume that details all relevant education, training, and teaching experience (including courses taught), and other work experience.
3. Undergraduate and graduate academic transcripts (copies accepted)
4. A cover letter of no more than 3 pages addressing the Requirements and the Knowledge, Skills and Abilities listed in the job announcement.

The cover letter should address the applicant’s qualifications as they directly relate to the Requirements and Knowledge, Skills and Abilities listed in this announcement.

Unofficial copies of all undergraduate and graduate academic transcripts may be submitted with the application; official copies will be required at the time of the interview.

For questions related to this posting, please contact:
SMCCCD Office of Human Resources
3401 CSM Drive, San Mateo, CA 94402
Tel.: (650) 574-6555 Fax (650) 574-6574
Web Page: www.smccd.edu/hr

Conditions of Employment

Prior to employment, the selected candidate will be required to complete the following:
1. Submit official transcripts (applies to all faculty or educational administrative positions)

Foreign Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs in order for it to be considered for the satisfaction of minimum qualifications. Foreign transcripts must be translated and evaluated by a U.S.-based credentials evaluation service. The District currently accepts evaluations from agencies approved by the California Commission on Teacher Credentialing.

2. Submit verifications of prior employment
3. Satisfactory references
4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States
6. Approval of your employment by the SMCCCD Board of Trustees
7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime.

However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job.
EEO Statement

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

Annual Security Report

San Mateo County Community College District's (SMCCCD) 2016 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2016 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2016 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2016 Annual Security Report is now available at http://www.smccd.edu/publicsafety/2016%20SMCCCD%20Annual%20Security%20Report.pdf. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (Cañada College (650) 306-3420, College of San Mateo (650) 574-6415 and Skyline College (650) 738-4199).

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
   - District Employee
   - District Employment Site
   - CCC Registry
   - HigherEdJobs.com
   - Chronicle of Higher Education
   - ACCCA
   - HERC
   - EdJoin.com
   - Indeed.com
   - Other
   - LinkedIn
   - Facebook or Twitter

2. * Do you possess a Master's degree in library science, library and information science, or the equivalent (see below)?
   - Yes
   - No
   - I am applying for equivalence and my Equivalency Application is attached

3. If you are applying for equivalence to meet the minimum requirements for this position, please identify which equivalence from the following options. (Applicant is encouraged to attach appropriate validation, such as transcripts, evaluations, portfolios, certificates, licenses, employer attestation, publications or other relevant materials which support this application.)
   DEGREE EQUIVALENCE: Description
   ACADEMIC BACKGROUND EQUIVALENCE: Description
   PROFESSIONAL ACHIEVEMENT EQUIVALENCE: Description
   (Open Ended Question)

4. * Can you demonstrate cultural competence, a sensitivity to and an understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff?
   - Yes
   - No

Applicant Documents
Required Documents
1. Cover Letter
2. Resume/Curriculum Vitae
3. College Transcripts

Optional Documents
1. Other Document 1
2. Other Document 2
3. Other Document 3
4. Equivalency Application