

ACCS

Learning Resource Center Specialist

SALARY	\$45,220.00 - \$53,965.00 Annually	LOCATION	Childersburg, AL
JOB TYPE	Full-Time	JOB NUMBER	05674
COLLEGE/DIVISION	CACC-401090-Libraries	OPENING DATE	01/09/2025
CLOSING DATE	1/23/2025 2:00 PM Central	CAMPUS LOCATION	Central Alabama Community College

Position Summary

The Learning Resource Center Specialist is responsible for the operational oversight of the Learning Resource Center. The Specialist will assist in providing an independent learning environment while ensuring library and educational resources and support services to students, faculty, staff, and community patrons. The Specialist will support all Center users by providing customer service and administrative support for the Childersburg campus and Talladega Center.

Note: The position will be based in Childersburg, but will be required to travel and serve the Talladega location on routine basis.

Essential Duties and Responsibilities

1. Adheres to the policies, rules and standards of Central Alabama Community College, Alabama Community College System, accrediting agencies and federal regulatory bodies.
2. Ensures institutional compliance with the Family Educational Rights and Privacy Act (FERPA).
3. Ensures an effective operation and promotion of the Learning Resource Center including the resources, services and facility use it has to offer.
4. Displays a commitment to meeting the individual needs of each student, to respect diversity and foster good relations.
5. Assists in the collection, development, and monitoring (issuing and returning) of resources.
6. Markets the Learning Resource Center services effectively to students, faculty, and staff using various different methods.
7. Assists students with inquiries (including finding information via online resources) and problems relating to their use of the IT equipment and software; coordinate with IT technicians if appropriate.
8. Coordinates student laptop distribution process for Childersburg and Talladega locations.
9. Issues audio-visual materials to students and assisting with audio-visual equipment as necessary.
10. Checks library materials in/out and renews materials.
11. Guides users through library databases and online catalogs to find relevant information.
12. Troubleshoots issues related to accessing digital library resources or online platforms.
13. Provides references service for both print and electronic materials.
14. Assists with maintaining order and enforcing rules in the learning center.
15. Periodically checks computer for inappropriate downloads and clears saved documents.
16. Places and removes library holds in Banner system.
17. Maintains appropriate records and compiles reports as requested.

18. Completes inventory for the learning center as assigned.
19. Participates in CACC Connect, student orientation sessions, as assigned.
20. Retrieves, sorts, and routes all learning resource center mail appropriately; coordinates as necessary with main campus library.
21. Participates in library organization workshops and conferences as requested.
22. Performs other duties as assigned that pertain to this position as assigned.

Qualifications

1. Bachelor's degree from a regionally accredited college or university in Education or Liberal Arts related field is **required**.
2. Experience working with the public is **required**.
3. Computer literacy is **required**.
4. Ability to travel is **required**.
5. Must have knowledge of general business practices and be able to work successfully in a team environment is **required**.
6. Must have general knowledge of computer equipment and computer operations, including the use of the Microsoft Office suite of programs is **required**.
7. Must have excellent customer service skills, including the ability to communicate effectively both verbally and in writing is **required**.
8. Experience in supervising students in an educational setting is *preferred*.
9. Library instruction experience in an academic library is *preferred*.
10. Experience providing library services in a distance education environment is *preferred*.
11. Knowledge of current copyright laws related to libraries and higher education is *preferred*.
12. Experience working with the Alabama Virtual Library is *preferred*.

Application Procedures/Additional Information

Applicants must meet the minimum qualifications and must submit a completed application by the deadline date in order to be considered for the position.

It is the sole responsibility of the applicant to ensure the application is complete and all required documentation is attached. Application material may not be submitted by fax or email.

A complete application consists of the following:

1. Completed Central Alabama Community College online application.
2. Current resume.
3. College transcripts (copies will be accepted; if employed, it is the responsibility of the employee to furnish official transcripts to CACC). Transcripts must provide degree and date degree was awarded.

****INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED****

Applicants must travel at their own expense. Central Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

Central Alabama Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Central Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Central Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding the position. More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Agency

ACCS

Website

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