

Librarian

**Southwestern Community College Holt Library
Sylva NC**

\$35,280.00 - \$39,264.00

Apply Online at <https://southwesterncc.hirecentric.com/jobs/211688.html>

Statement of Primary Purpose

The primary purpose of the Librarian position is to provide academic services such as outreach, library instruction, reference, circulation, and facility supervision.

Classification

Professional, Exempt Non-Tenure Track position, staff

Minimum Qualifications Education

Master's degree in Library Science from an ALA-accredited program at an accredited institution of higher education

Essential Functions and Responsibilities

- Plan, manages and promotes the library instruction program including providing statistics and assessment information. Collaborates with classroom faculty by defining expectations and desired learning outcomes in order to prepare, present, and evaluate appropriate library instruction in face-to-face and online courses, employing active learning techniques and developing approaches informed by the ACRL Framework and ACRL Information Literacy threshold concepts.
- Consistently pursue professional development related to trends and concepts in library instruction and technical competencies required to perform the job function. Maintaining current working knowledge of online research resources.
- Share in staff information desk rotation to provide circulation of library materials; processing payments for fines and lost materials; removing student holds; computer lab supervision; assist students and faculty with general information and campus referrals, research and reference information.
- Plan and execute library programming and outreach efforts through special events.
- Represent Southwestern Community College with a collegial, service-oriented presence; work effectively as a team with library staff and work-study students, and as an individual show initiative in planning and executing position responsibilities.
- Provide one-on-one research consultations to students, faculty and staff needing in-depth research assistance.
- Participate in collection development by keeping abreast of curricular needs and making resource suggestions to the Library Director.
- Compile library usage statistics, and reports and documentation, including statistics required for IPEDS annual report, ACRL annual report and the SCC Fact Book.

Additional Duties and Responsibilities

- Serve as backup for interlibrary Loan Services.
- Serve on college committees as assigned.
- Other duties as assigned by the Library Director.

Knowledge and Skills

Required:

- One year of library work experience providing research assistance.
- Experience in teaching in a library or college setting
- Demonstrated instructional technique for information literacy instruction utilizing ACRL professional guidelines.
- Excellent communication, interpersonal, customer service, critical thinking, and organizational skills.
- Strong computer/technology skills to include knowledge of integrated library systems.

Preferred:

- One year of teaching experience in an academic library
- Experience planning and executing library programs and events.
- Demonstrated proficiency using either the Google or Microsoft Office Suite or similar products,

Physical Demands

- Must be able to physically perform the basic functions of standing, walking, climbing, stooping, kneeling, bending, crouching, reaching, grasping, lifting, pushing, pulling, repetitive motions, talking, hearing, and listening.
- Must have the ability to handle or carry boxes of books, and to shelve and shift books and other library materials on the shelves.
- Must be able to stand, sometimes for extended periods, to reach top and bottom shelves, to push and pull loaded book carts, and lift up to 40 pounds.
- Must possess the visual acuity to prepare and analyze data and figures, to operate a computer, and to do extensive reading.

Working Conditions and Environment

- The Holt Library is a spacious building with adequate office space. Work is performed indoors in climate-controlled conditions. Each staff member must be able to supervise the building with security backup by the county sheriff's department.
- The Librarian will have some daytime and possible overnight travel for professional development and instructional activities.
- The Librarian is expected to work the evening shift (until 6 pm) at the library at least one night per week and assist with opening and closing procedures as needed.

Equipment Operation

Computer, telephone, Barcode Scanner, printer (may require some printer troubleshooting)

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.

For questions, you may contact Tina Adams, Holt Library t_adams@southwesterncc.edu