



## Lake-Sumter State College Librarian, Staff

<b>SALARY</b>	\$60,400.00 - \$62,500.00 Annually	<b>LOCATION</b>	Leesburg, FL
<b>JOB TYPE</b>	Full-time Regular Faculty	<b>JOB NUMBER</b>	2425-00336
<b>DIVISION</b>	Academic Affairs	<b>DEPARTMENT</b>	Library
<b>OPENING DATE</b>	01/28/2025	<b>WORKING CONDITIONS</b>	General Working Conditions
<b>LOCATION AND SUPERVISOR</b>	Leesburg Campus / Kevin Arms		

### Job Summary

Dynamic and Engaging Opportunity Awaits You!

Are you ready to bring your expertise to life in the vibrant world of academia? Join our team as a faculty member at Lake-Sumter State College (LSSC) where innovation meets education in an environment pulsating with energy and excitement! LSSC faculty ignite the minds of our diverse student body through dynamic lectures, interactive discussions, and hands-on experiences.

Join us in shaping the future of our students by fostering a supportive and inclusive learning environment based on LSSC's core values of Communication, Collaboration, Care, and Celebrate!

The passion for your expertise is the catalyst to a dynamic educational journey for our students and their future success.

### Essential Duties & Responsibilities

- Reference and instruction.
- Partner with faculty and academic staff to plan and deliver course-integrated instruction on information literacy and research practices.
- Promote library services by providing instructional sessions and tours for faculty and students.

- Deliver general reference services in-person, by phone, email, and chat.
  - Provide individual student research consultations both in-person and online.
  - Serve as a liaison to assigned departments and programs.
  - Conduct ongoing assessments of student learning and contribute to departmental assessment projects.
  - Develop subject guides using LibGuides or similar content management systems and instructional tutorials.
  - Assist in developing and maintaining print and eResource collections that meet student and faculty research needs.
  - Collaborate effectively with other librarians on library initiatives and projects.
  - Prepare, maintain, and update reports, documents, and other relevant materials.
  - Engages in retention initiatives that support successful student completion and graduation.
  - Attends all scheduled or called meetings by the President, Vice President of Academic Affairs, Deans, or LSSC supervisor, unless excused by the administrator in charge.
  - Keep accurate and up-to-date records; meet reporting deadlines.
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- Maintain continuity of communication with students, community, faculty, staff, and supervisors through timely replies to meeting, phone, mail, and email requests.
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- Complete professional development focused on: currency of knowledge in academic discipline, currency in methods of teaching and learning, currency in instructional technology.
  - Complies with appropriate administrative rules/regulations and Board Policy.
  - Participate in an annual evaluation process as specified by the Vice President of Academic Affairs.
  - Perform other duties as assigned.

### Knowledge, Skills, & Abilities

- Adhere to all workplace safety rules, safety laws, regulations, standards, and practices.
- Ability to work various hours including nights, early morning, and weekends.
- Ability to travel amongst various campuses and attend College events, or off campus, as required.

### Minimum Qualifications & Education

- Master of Library Science from a regionally accredited institution and program accredited by the American Library Association.

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**Employer**

Lake-Sumter State College

**Address**

9501 U.S. Hwy 441

Leesburg, Florida, 34788

**Phone**

352-787-3747

**Website**<https://www.lssc.edu/jobs>