

**Faculty, Head Librarian (Rio Grande Campus)
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=227911>

Downloaded On: May. 9, 2024 6:46am

Posted Dec. 20, 2023, set to expire Nov. 29, 2024

Job Title Faculty, Head Librarian (Rio Grande Campus)
Department Library
Institution Austin Community College
Austin, Texas

Date Posted Dec. 20, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Core Faculty

Academic Field(s) Social Sciences - Other
Administration - Other

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Apply By Email

Job Description

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a diverse population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Reflects the diversity of our community
- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for under-represented populations
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Commitment to Equity and Inclusion

ACC is committed to the ongoing systemic changes needed to ensure the increased recruitment, inclusion, retention, and completion of historically underserved and underrepresented populations. Through continual strategic community engagement and professional development of administrators, faculty, staff, and students, the college demonstrates its dedication to fostering a culture and climate for equitable outcomes.

ACC is proud to serve a diverse student body as an open-access and low-cost institution. Dedicated faculty members are excellent professors who help students achieve their educational goals and are sensitive to our students' diverse cultures and socio-economic backgrounds. In 2017 our faculty adopted a Statement of ACC Faculty Values. This Statement affirms that ACC's faculty members value collaboration, service, agency, scholarship, inclusion, and teaching, all of which attest to our commitment to equity, diversity, and inclusion at the heart of our mission.

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Job Description Summary:

To manage and supervise Library Services faculty, staff, operations, budget, facility and resources of campus library, and to provide reference services and information literacy instruction services to students and faculty.

Job Description:

Principal Responsibilities & Duties

- Manage library services functions, including selection, supervision, development and evaluation of Library Services faculty and staff; the coordination of library functions and services with other library, TLED, campus and college activities and services.
- Makes recommendations, reports, and actively participates in strategic planning, budget preparation, expenditure, and assessment. Gathers and reports data on Library Services functions and services.
- Participates in facilities design, and management, and Library Services public relations.
- Provides basic reference services, online services, and selective dissemination of information needed for students, faculty, administration, staff, and the community.
- Participates in Library Services (LS) collection development.
- Serves on the Library Leadership Team, and participates in the Library Services, Teaching and Learning Excellence (TLED), and college-wide committees and meetings.
- Develops and maintains library policies, procedures, and services, and may coordinate college-wide library responsibilities; including reference, off-campus/extension services, information literacy, collection management, access services, library technology, and web presence.
- Participates in subject specialty credentialing programs.
- Establishes and maintains effective working relationships with colleagues in the college, local, state, regional, and national library and academic communities.
- Coordinates library activities with community agencies as appropriate.
- Participates in the development and delivery of the LS information literacy instruction and library instructional program.
- Performs other related tasks as assigned by the Dean, and/or Associate Vice President, TLED.

Technology

- Demonstrated proficiency using computer applications, and knowledge of digital information resources, the internet, a knowledge of online, electronic resources and classroom or other

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current learning technologies for effective teaching to ensure student success at the community college level.

Principal Professional Standards

- Appropriate use of the college's learning management system.
- Participate in graduation, general assembly, and other official college functions.
- Maintain regular office hours to assist students and improve student retention and success.
- Attend and participate in collegewide, campus, department, or other activities and meetings.
- Recognize and reflect standards of civility and collegiality in all interactions.
- Comply with published college policies and procedures and meet professional standards for teaching in a community college.

Required Education

- Master's degree in Library Science from an ALA-accredited institution.

Preferred Experience

- One (1) year of supervisory experience as a Librarian.

Other Requirements

- Reliable transportation for travel in the Austin area - ACC District as required.

Qualities of a Successful Candidate

- Ethics, integrity, and sound professional judgment.
- A commitment to establishing and maintaining positive working relationships with students,

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- colleagues, and staff representing diverse ethnic, cultural, and socioeconomic backgrounds.
- Dynamic, non-traditional instructional delivery methods to teach students of widely varying levels of proficiency and from diverse backgrounds and abilities.
 - Appropriate and up-to-date knowledge of the discipline and subject matter.
 - Experience using technology as an instructional aide where appropriate to enhance learning.
 - Documented experience with active and applied teaching and learning methodologies.
 - A strong commitment to teaching in a community college setting, including teaching practices that reflect an understanding of the multicultural classroom and the benefits of cultural awareness and sensitivity in the classroom and the workplace.
 - Commitment to a diverse workforce.
 - Commitment to the comprehensive mission of Austin Community College and to the principles and practices associated with Servant-Leadership.
 - Ability to communicate effectively with students with a wide range of skills and backgrounds.
 - Strong interpersonal skills and ability to work with varied and diverse groups from the community as well as students, staff, faculty, and administration.
 - Strength in communication media, both verbal and written, as well as listening.
 - Strong organizational skills, attention to detail, ability to maintain an established schedule, including evenings and weekends, including possible multiple campus locations that may vary by semester.
 - Commitment to maintaining confidentiality of student information.
 - Understanding of what it means to teach in a community college environment that serves often underprepared and underrepresented students.
 - Understanding of systems of inequality and recognition of the role of community college faculty in promoting equity, equality, and inclusion.
 - Other: See Commitment to Equity and Inclusion.

Application Requirements

Document Requirements

When you apply using the official ACC eApply application, you will need to upload the following documents to your application:

- Cover letter - Explaining interest in the position.
- Curriculum Vitae or Resume - Your most recently updated C.V. or Resume.

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Request official electronic transcripts to be sent directly from the institution to hrtranscripts@austincc.edu. This email address must be entered as the recipient. Please do not select "Austin Community College" from a menu. It will not be received by ACC Human Resources. If you need assistance, please contact your university's registrar's office. If official electronic transcripts are not an option, a hardcopy can be mailed to the following address:

ACC Human Resources
Attn: E.M. Breedlove
6101 Highland Campus Dr., Bldg 3000, Suite 3.2224
Austin, TX 78752

Photocopies of transcripts and transcripts stamped "issued to student" are not accepted.

Criminal Background Check

Pre-employment criminal background checks are required for all staff and faculty positions.

ACC Benefits Overview

Full-time faculty and staffing table employees who work in full-time and/or part-time positions at the college are eligible for ACC medical benefits effective the first of the month after their first 60 days of employment. Benefits include medical, dental, life insurance, short- and long-term disability, retirement plans and AD&D.

ACC does not participate in Social Security. ACC participates in the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP-Faculty and Administrators Only). Part-time and Hourly employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by federal law.

Working Conditions

- Ability to communicate effectively with students, faculty and staff.
- Work is routinely performed in a library setting.
- Able to push a fully loaded book cart (50lbs), and place and remove books from shelves.
- Occasional lifting of 30 pounds of books in a book carton or book bag.

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- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, and manual dexterity.
- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$77,413 - \$105,397 (Based on a 12 month contract to start Spring 2024)

Number of Openings:

1

Job Posting Close Date:

February 2, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Rio-Grande-Campus/Faculty--Head-Librarian--Rio-Grande-Campus-_R-5253

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Library
Austin Community College

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