

**PT POOL - Part-Time Librarian**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229457>

Downloaded On: May. 9, 2024 12:22am

Posted Jan. 25, 2024, set to expire May 23, 2024

**Job Title** PT POOL - Part-Time Librarian  
**Department** Institutional Effectiveness, Library & Learning Support Services  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Jan. 25, 2024

**Application Deadline** 05/31/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/4960729>

**Apply By Email**

**Job Description**

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**PT POOL - Part-Time Librarian**

**Rancho Santiago Community College District**

**Salary Range:** Librarian Rate: \$61.74 - \$71.46, depending upon education.

**Job Type:** Part Time

**Job Number:**

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AC23-00586

**Location:** Orange, CA

**Division:** SCC Institutional Effectiveness Library & Learning Support Services

**Closing:** 5/31/2024 4:16 PM Pacific

**Job Description**

**RESPONSIBILITIES**

- Provide reference interviews and information services to students, staff and community users in-person and online.
- Give lectures on library use and orientation tours to students and staff.
- Recommend books, periodicals, audio visual software, and other library materials for purchasing.
- Attend Division meetings and professional development as required.
- Keep current with new developments and knowledge in appropriate fields of competency.
- Perform such other duties as assigned.
- Provide in-person and online reference and information assistance to students, faculty, staff, and community members
- Conduct both credit and non-credit library instruction classes online and in-person
- Proficiency creating, implementing, and instructing with Springshare LibGuides
- Perform other library related duties as assigned, depending on the needs of the department

**Job Qualifications**

**MINIMUM QUALIFICATIONS**

**Requirements**

**Minimum Qualifications**(Applicants must meet one of the following):

- Possess from an accredited institution: Master's in library science, library and information

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science, OR

- Possess a valid California Community College credential, OR
- The equivalent (applicants who do not meet the above minimum qualifications must complete the Equivalencies Section in the application form.)

**Desirable Qualifications**

- Experience with video conferencing software as it is used in instructional and library reference settings.
- Awareness of trends in librarianship and best practices in delivering reference and instruction services both face to face and online.
- Work collaboratively with colleagues to plan, design, and implement various library initiatives.
- Responsible for conducting library tours and teaching library research skills online and face-to-face.
- Demonstrate strong problem solving and collaborative skills, and excellent written and oral communication skills.
- Keep abreast of developments in learning resources, such as course management systems, online library guides, and assessment tools.
- Familiarity and ability to instruct citation style usage and formatting.
- Knowledge of the Library of Congress Classification system.
- Foster positive working relationships with faculty and library support staff.
- Ability to work effectively on multiple projects while exhibiting good time-management skills.
- Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students as reflected in delivery of library services.

**ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

**EEO STATEMENT**

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The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

**SELECTION CRITERIA**

**Application Screening**

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience - breadth and depth
- Demonstrated leadership capabilities
- Curriculum development
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socioeconomic community
- Credentials or minimum qualifications authorizing service in other areas of need
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

**Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the interview date. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation

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- Problem-solving skills
- Successful teaching, problem-solving, or performance demonstration
- Writing skills/demonstration

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

### **Application Procedure**

This position is to fill part-time, temporary, hourly assignments on an as-needed basis. To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District Online application that includes the items listed below.

#### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Cover Letter
3. Curriculum Vitae (CV) or Resume - details all relevant education, training, and teaching experience (including courses taught), and other work experience
4. Academic Transcripts (unofficial copies are accepted)

**Foreign Transcripts:** Education completed outside of the United States must be equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. The National Association of Credential Evaluation Services (NACES), a United States-based credentials evaluation service, must translate and evaluate Foreign transcripts.

### **Conditions of Employment**

Selected candidate(s) is required to complete the following prior to employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States (by in-person appointment in People & Culture)
2. Provide a certificate of Tuberculosis Exam
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

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4. Submit official transcripts - Based on Minimum Qualifications

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/3990304/pt-pool-part-time-librarian>

**Contact Information**

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

**Contact**

Institutional Effectiveness, Library & Learning Support  
Services  
Rancho Santiago Community College District

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