

PT Pool - Librarian (Non-Instructional)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261070>

Downloaded On: Oct. 14, 2025 9:38am

Posted Aug. 12, 2025, set to expire Dec. 9, 2025

Job Title PT Pool - Librarian (Non-Instructional)
Department Academic Affairs
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Aug. 12, 2025

Application Deadline 05/29/2026

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6457444>

Apply By Email

Job Description

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Salary Range: Librarian Rate: \$72.81 - \$84.28, depending upon education.

Job Type:

Job Number: AC25-01206

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Location: Santa Ana, CA

Division: SAC Academic Affairs

Closing: 5/29/2026 5:00 PM Pacific

POSITION DETAILS

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, the 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.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

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The Division seeks to establish a roster of eligible candidates for part-time, temporary, hourly teaching positions during the

Fall 2025

and

Spring 2026

semesters as needed. The Hiring Administrator will draw from this pool of applicants when there is a requirement for temporary assignments. If your qualifications match our needs, the division dean or department chair will reach out to you to arrange an interview. Please refrain from contacting the Recruitment Office for updates on your application status.

The ideal candidate will demonstrate cultural competency in serving diverse community college student populations, including those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling students to participate creatively and confidently in an ever-changing world.

Candidates will cultivate an inclusive classroom culture that engages and supports a diverse student population. They should effectively teach students from varied ethnic, racial, cultural, and socioeconomic backgrounds, including those with disabilities or differing academic preparation levels. Candidates should show sensitivity to diverse learning needs and a commitment to equity and anti-racism. They will help empower students to achieve their educational and career goals while fostering creativity, confidence, and lifelong learning.

General Responsibilities

- Provide reference interviews and information services to students, staff, and community users in-person and online.
- Provide instruction on library use and orientation tours to students and staff.
- Recommend books, periodicals, audio visual software, and other library materials for purchasing.
- Participate in 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.

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QUALIFICATIONS

Minimum Qualifications

(Applicants must meet one of the following):

- Possess from an accredited institution: Master's in library science, library and information 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).
 - Equivalencies that the Department accepts as valid: Equivalent and comparable graduate level course work for a master's degree in library science or library and information science.

Additional 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.

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APPLICATION PROCESS

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 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. All Academic Transcripts (unofficial copies are accepted)

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

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

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- 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
- 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.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam (TB).
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received

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before the first day of employment)

4. Submit official transcripts.
5. Submit official verification of employment letters.

EEO STATEMENT

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. RSCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional employment offer is made to you. After making a conditional offer and running a background check, if RSCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/5011917/pt-pool-librarian-non-instructional>

Contact Information

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

Contact

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