

**Part-Time Librarian (Pool)**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=261272>

Downloaded On: Aug. 22, 2025 10:40pm

Posted Aug. 18, 2025, set to expire Dec. 13, 2025

<b>Job Title</b>	Part-Time Librarian (Pool)
<b>Department</b>	West Valley College
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California

<b>Date Posted</b>	Aug. 18, 2025
--------------------	---------------

<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately

<b>Job Categories</b>	Professional Staff
-----------------------	--------------------

<b>Academic Field(s)</b>	Administration - Other
--------------------------	------------------------

<b>Apply Online Here</b>	<a href="https://apptrkr.com/6474170">https://apptrkr.com/6474170</a>
--------------------------	---

**Apply By Email**

**Job Description**

Image not found or type unknown



**Part-Time Librarian (Pool)**

**Closing Date:**

**Definition:**

PART-TIME, ASSOCIATE FACULTY POOL

Applications for Part-Time, Associate Faculty pools are continually accepted (unless otherwise specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District

Part-Time Librarian (Pool)  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261272>

Downloaded On: Aug. 22, 2025 10:40pm

Posted Aug. 18, 2025, set to expire Dec. 13, 2025

representative.

**Assignment:**

This is a part-time position as an Associate Librarian. The duties of associate librarians consist of library-related assignments and other responsibilities which are necessary for the effective and efficient operation of the Library. Duties may include various assignments such as teaching information competency courses, library orientations, and library workshops, as well as conducting reference services, and co-developing web-based learning tools. Assignments may require day, evening, weekend and/or online work assignments. The workload for associate librarians shall not exceed a total hour assignment of sixty-seven percent (67%) of a full-time assignment in any week. The assignments are as needed, during Spring, Summer, Fall and Winter semesters. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT / AFT Local 6554).

Work location: West Valley College, Saratoga, CA and/or Mission College, Santa Clara, CA

**Salary and Benefits:**

Salary is based on a percentage of workload, up to a maximum of 67% of a full-time load. Salary is prorated based on an initial hiring salary range of \$34,143 - \$49,337 per semester; and is based on academic achievement, teaching and related experience.

**Desired Qualifications:**

- Knowledge of, or experience with, information competency/literacy initiatives and concepts.
- Experience providing instruction in a library, face-to-face or online course, or similar teaching experience.
- Library reference experience, including use of a variety of print, web and other electronic bibliographic resources.
- High degree of computer literacy and familiarity with library and information technologies, including databases, search engines and library automated systems.
- Ability to communicate well with students, staff, and faculty from diverse cultural and ethnic backgrounds.
- Excellent oral and written communication skills, including public presentation skills.
- Excellent interpersonal and team collaboration skills.
- Ability to work effectively in a collaborative, team environment.

**Part-Time Librarian (Pool)**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=261272>

Downloaded On: Aug. 22, 2025 10:40pm

Posted Aug. 18, 2025, set to expire Dec. 13, 2025

**Knowledge and Abilities:**

**Examples of Duties and Responsibilities:**

Associate librarians are assigned by the Department Chair, in consultation with the associate member and his/her supervisor, if appropriate. Duties may consist of one or more of the following but other professional librarian duties, that are not listed, may also be assigned:

- Work with students at the reference desk;
- Provide reference assistance for students and staff
- Evaluate, select, and discard print and non-print library materials to keep the library collection current with curriculum;
- Provide bibliographic instruction for students.
- Instructional duties and assignments may consist of one or more of the following:
- Provide instruction for assigned courses. This includes preparation, course activities, evaluation of students' work, consultation with students outside of class, maintenance of currency in the subjects taught and other efforts related to the teaching of the assigned classes.
- Maintain accurate class and other records conforming with state requirements and stated District and college needs.
- Submit, when due, all necessary reports such as attendance, grade reports, rosters and class schedules.
- Follow course outlines as filed in the appropriate instruction offices.
- Maintain office hours each week, at .5 hours per week per section.
- Observe, support and enforce the regulations, policies and programs of the District and college.
- Provide each student with a written course syllabus at the beginning of the course, as per instructions in the Faculty Handbook.
- Refer students to appropriate college sources for information on counseling and other student services.
- Assist students by providing advice on requirements for successful achievement in the member's area of expertise.
- Work cooperatively within the college community.
- Foster an environment that protects academic freedom within the college community.
- Foster a positive working environment that is free from harassment, prejudice and/or bias.
- Demonstrate a respect for the dignity of each individual.

**Part-Time Librarian (Pool)**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=261272>

Downloaded On: Aug. 22, 2025 10:40pm

Posted Aug. 18, 2025, set to expire Dec. 13, 2025

**Working Conditions:**

**Other Duties:**

**Physical Demands:**

**Application Information:**

**APPLICATION INFORMATION:**

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Resume; (3) Unofficial copies of transcripts; (4) District Equivalency Application, if applicable; and (5) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

**ABOUT TRANSCRIPTS:**

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.

Part-Time Librarian (Pool)  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261272>

Downloaded On: Aug. 22, 2025 10:40pm

Posted Aug. 18, 2025, set to expire Dec. 13, 2025

- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store, then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

**EQUIVALENCY INFORMATION:**

Applicants applying under equivalency bear the responsibility of submitting the District's Equivalency Application form with details and evidence of the factors (academic preparation and/or experience) that they believe to be equivalent of the required qualifications for this position. Application(s) for equivalency are required if degrees are not in exact discipline required.

The Equivalency Application is included in the online application as an OPTIONAL form to complete.

- ONLY complete the Request for Equivalency application if degree does not match discipline(s) stated in the Minimum Qualifications.
- List accurately and completely the courses taken that match requirements of the required degree.
- Do NOT attach documents such as course evaluations.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 867-9059

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

**Selection Process:**

**SELECTION PROCESS INFORMATION:**

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Applications will remain in our online system for 1 year. Each year, part-time pools will be refreshed and applicants will be notified of the opportunity to re-submit application.
- Application materials become the property of the District and will not be returned or duplicated.
- The District reserves the right to contact former, current, the most recent employers, and

**Part-Time Librarian (Pool)**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=261272>

Downloaded On: Aug. 22, 2025 10:40pm

Posted Aug. 18, 2025, set to expire Dec. 13, 2025

others to investigate past employment records of applicants.

- o Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.

**EEO STATEMENT:**

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, and medical condition consistent with applicable federal and state laws.

**Special Instructions to the Applicant:**

**Posting Detail Information**

**Posting Number:** FY15/16-018POOL

**Open Date:** 03/13/2019

**Close Date:**

**Open Until Filled:** Yes

**For more information on this position and to apply, please visit our website at the following link:**

[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

**Contact Information**

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

Part-Time Librarian (Pool)  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261272>

Downloaded On: Aug. 22, 2025 10:40pm

Posted Aug. 18, 2025, set to expire Dec. 13, 2025

**Contact**

N/A

West Valley-Mission Community College District

,