WALLACE COMMUNITY COLLEGE SELMA
VACANCY ANNOUNCEMENT

POSITION: Evening Librarian     (Part-time)                   Open:  07/14/14
Close: On-going

QUALIFICATIONS:
Master's degree with 18 graduate semester hours in Library Science field from an
credited college or university is required. Teaching experience is preferred. Library
experience is preferred. Proficient computer skills are preferred. Effective oral and
written communication skills are required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:
An understanding of and a commitment to the philosophy and mission of the two-year
college. Ability to handle multiple tasks and various situations in a professional
manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
In addition to adhering to the general guidelines as specified by the Faculty/Staff
Handbook, the Library Director, Instructional Division Administrator, the Dean of Instruction,
the President, and the State Board of Education, responsibilities will include the following:

1. Administer prescribed computerized or manual circulation procedures which include
   properly registering users, charging out materials, and correctly receiving and
   processing returned materials.
2. Assist library patrons in locating information and materials.
3. Instruct students, faculty and staff on how to use the library, library materials
   and library equipment.
4. Answer reference and general questions from library patrons.
5. Supervise library work study students when they are scheduled to work evenings.
6. Read and straighten library shelves as needed.
7. Assist in keeping library neat and clean
8. Teach library patrons how to use the library’s computers and how to use WCCS
   Online Card Catalog (Destiny).
9. Assist the Library Director with general operation of the library.
10. Work well with others and show respect to all college constituents.
11. Perform other duties as assigned by the Library Director, Instructional Division
    Administrator, the Vice President for Instruction, or the President.

SALARY: This position is paid on an hourly rate of $17.01.

APPLICATION PROCEDURE:
A complete application packet must include:
1. WCCS application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as
   listed on transcript, if different from last name listed on the application.
4. Verification of work experience in writing from current or previous employer.
   Verification should be printed on company letterhead, include dates of employment,
   position title(s), and some of the duties performed.

Final applicants will be required to interview at their own expense. Incomplete
applications and applications received after the deadline will not be considered. A
complete application packet is the responsibility of the applicant.
Employment applications may be accessed from the College website: www.wccs.edu or from the Human Resources Office, located in the Office of Business and Finance. Complete packets must be returned to:

Human Resources Office
Wallace Community College Selma
3000 Earl Goodwin Parkway
Selma, AL 36702.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a minimum nonrefundable $13 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Wallace Community College Selma is an equal opportunity employer and complies with the American with Disabilities Act. WCCS will make reasonable accommodations for disabled applicants or employees. It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. Wallace Community College reserves the right to withdraw this job announcement at any time prior to the awarding.