



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Part-Time

POSITION

Evening Librarian Part-Time

Posting Date:

10/10/2017

Closing Date:

On Going

POSITION AVAILABLE

Approximately October 24, 2017

REQUIRED QUALIFICATIONS

- Master's degree with 18 graduate semester hours in Library Science field from an accredited college or university is **required**.
- Effective oral and written communication skills are **required**.

PREFERRED QUALIFICATIONS

- Teaching experience is **preferred**.
- Library experience is **preferred**.
- Proficient computer skills are **preferred**.

SALARY SCHEDULE PLACEMENT

- The position is paid at an hourly rate of \$17.01.

DUTIES & 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 Alabama Community College System Board of Trustees, responsibilities will include the following:

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

APPLICATION PROCEDURE

WCCS is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds 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. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available from and should be returned to:

Human Resources Department
Wallace Community College Selma
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9234, 876-9227
Fax: 334-876-9250
Website: www.wccs.edu

APPLICATION DEADLINE

A complete application package consists of:

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 application.
4. Verification of work experience **in writing** from at least 3 current or previous employers. Verification should be printed on company letterhead, including dates of employment, position titles (s), and some 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 package is the responsibility of the applicant.

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 \$17.40 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

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. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding.

WCCS is an E.O.E. and is enrolled in E-Verify.