
LOS ANGELES COMMUNITY COLLEGE DISTRICT
PROFESSIONAL OPPORTUNITIES



EAST LOS ANGELES COLLEGE
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

LIBRARIAN (TENURE-TRACK)

DEADLINE DATE TO FILE: **Friday, July 24, 2009**

Issue Date: June 3, 2009

East Los Angeles College announces an opening for a tenure-track Librarian for Fall Term scheduled to start on August 31, 2009. Interested individuals who possess the required training and experience are invited to submit applications to the Office of Workforce Education at East Los Angeles College.

MINIMUM QUALIFICATIONS:

Master's Degree in Library Science, Library and Information Science from an American Library Association accredited school.

ADDITIONAL QUALIFICATIONS:

- Experience in general areas of librarianship such as reference and public services, instruction and collection development
- Demonstrated knowledge and experience in the design, delivery and assessment of library instruction/information-competency workshops, and credit and non-credit library science courses
- Demonstrated proficiency in designing and developing instructional materials and aids in web-based and multimedia formats
- Up-to-date knowledge of educational technology, including learning management systems
- Ability to work in technologically advanced classrooms using SMART or comparable classroom equipment
- Demonstrated proficiency in the development and assessment of Student Learning Outcomes
- Experience teaching Internet-based online courses, hybrid courses, and courses that use the Internet to supplement classroom-based instruction
- Strong organizational and communication skills to develop research methods training curricula in conjunction with faculty
- Strong interpersonal skills including the ability to establish positive relationships with students and faculty
- Ability to work at off-site locations including satellite campuses
- Ability to work collaboratively with all librarians and staff
- Experience working in an ethnically and socio-economically diverse college library with an understanding of the library's role for student success.
- Experience in teaching using current practices, including a means by which students reflect on their development as active learners
- Experience in and sensitivity to the issues of underprepared students

DUTIES AND RESPONSIBILITIES: (Include but are not limited to)

- Provide reference service to students, faculty and staff using various print and electronic resources
- Conduct library instruction sessions and coordinate instructional activities with faculty
- Develop new Library Science courses and expand existing courses for ELAC students and other groups off-campus
- Actively promote the use of library resources to faculty to support classroom instruction
- Develop and coordinate projects with other librarians and faculty to teach effective research skills workshops and to integrate information-competency student learning outcomes and measures into courses across the curriculum
- Assess and promote the use of appropriate technologies, resources, and materials for instruction to faculty
- Design and produce curricular materials, research guides, information-literacy tutorials and other resources in print, web-based, and multimedia formats

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- Collaborate with the Chair and librarians in administrative requirements such as program reviews and self-study reports for accreditation
 - Maintain instruction-related documents and report accurate statistics
 - Work includes evenings and weekends; schedule may vary based upon student/library needs
 - Serve as an active participant on campus committees
 - Supervise and train library staff
 - Perform other librarian duties as assigned

EVALUATION PROCEDURES:

1. A college selection committee will review all applications received. The committee screening will involve an evaluation of the candidate's qualifications in the areas of training and experience as determined from the application package and recommendations from referents.
2. Selected candidates will be invited for an interview following the committee screening.
3. Based upon the committee recommendation, finalists will interview with the president and vice president, who will make the final selection.

SALARY:

Salary ranges from \$47,600 to \$74,110 for the 10 month academic year, depending on experience and professional preparation. An excellent benefit package, which includes medical, vision, dental, and life insurance, is available for the employee and eligible dependents.

FILING AN APPLICATION:

All interested applicants must submit 1) a detailed letter of interest addressing the responsibilities; 2) a current resume; 3) LACCD Application for Faculty Position (can be obtained at http://www.laccd.edu/district_resources/employment.htm); 4) copies of transcript(s) (official transcript(s) will be required if selected for an interview). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries; 5) a list of three references including the name, title, address and telephone numbers of individuals who can assess the candidate's qualifications for the position; 6) an approved documentation of equivalency only if applicant does not meet the state minimum qualification. More information on the Equivalency process can be obtained at http://www.laccd.edu/faculty_staff/extranet2/documents/HRGuide_R-101_FacEquivProcess.pdf.

Letters and supplementary materials are due on **Friday, July 24, 2009**. All materials submitted will become property of East Los Angeles College. After review of application materials by the selection committee, candidates will be contacted only if selected for interviews.

Send applications, letters and supplementary materials to the **Office of Workforce Education, Attn: Librarian (Instruction) Selection Committee**, East Los Angeles College, 1301 Avenida Cesar Chavez, Monterey Park, CA 91754 or by fax to (323) 265-8635. Immediate filing is recommended.

For questions regarding the application process, please contact the Office of Workforce Education, East Los Angeles College at (323)265-8973. For additional information regarding the job description, please contact Choonhee Rhim, Chairperson, Library at (323) 265-8625.

Equal Employment Policy: The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified candidates for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff or termination. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force and to achieve expected representation of qualified members of under represented groups through the implementation of specific result-oriented plans and procedures (Board Rule 101301). East Los Angeles College is an Equal Opportunity Employer.