



VACANCY NOTICE

Posting Date: October 5, 2009

POSITION: Reference & Instruction Librarian (Instructor)

STARTING DATE: January 5, 2010

RESPONSIBILITIES: Athens State University seeks an entry-level librarian with a strong service orientation, excellent communication skills, and technological proficiency to fill the positions of Reference and Instruction Librarian, in an upper-division (junior & senior year) University with traditional and online course delivery. This is a twelve-month tenure-track position with faculty rank. The position reports to the Library Director.

DUTIES:

- Participate with other librarians in providing reference service and library instruction, using a variety of delivery systems, to on-campus and off-campus students and faculty.
- Teach a regularly scheduled course in library research in both traditional and online formats.
- Prepare library web pages, online guides, and other electronic tools.
- Communicate regularly with students and faculty about library resources and services.
- Proactively engage faculty in advocacy of and participation in information literacy throughout the curriculum.
- Collaborate with teaching faculty and other librarians in the development and assessment of library collections.
- Develop and update policies related to library instruction and reference service.
- Engage in the assessment of instruction and reference service.
- Serve as library liaison to one or more academic departments.
- Serve on University and professional committees.
- Some evening and weekend hours may be required.
- Some travel to off-campus sites may be required.

QUALIFICATIONS:

- **Required:** Master's library degree from an ALA-accredited program
Strong written, oral, and presentation skills
Ability and willingness to travel
- **Preferred:** Recent reference or library instruction experience in an academic library
Experience providing library services in a distance education environment
Knowledge of current copyright law related to libraries and higher education

SALARY: Athens State University Salary Schedule D4 – Instructor
(\$40,005 - \$82,142)

**APPLICATION
PROCEDURE:**

Applicant must submit an application package to:

Office of Human Resources
Athens State University
300 North Beaty Street
Athens, AL 35611

A complete application package consists of:

- Athens State University Application of Employment
- Personal letter of application
- Resume
- Unofficial transcripts from the college or university from which the highest degree was conferred. Upon an offer of employment, official transcripts from all colleges and universities attended must be submitted. Continued employment is contingent upon receipt of transcripts from all colleges and universities attended.
- At least one Letter of Work Experience in writing from current or previous employers confirming the required and/or preferred level of experience as stated in the 'Qualifications' section. All professional letters must be original, on letterhead, and signed by the writer.

**APPLICATION
DEADLINE:**

- Complete application packages must be received in the Office of Human Resources no later than **Tuesday, November 10, 2009**, to ensure consideration.
- Application materials may not be submitted via e-mail.
- Only complete application packages will be considered.

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 non-refundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

*Athens State University 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. Athens State University will make reasonable accommodations for qualified disabled applicants or employees.
The University reserves the right to withdraw this job announcement at any time prior to the awarding.*