|  |  |
| --- | --- |
| Skagit Valley College Logo | **SKAGIT VALLEY COLLEGE** **invites applications for the position of:****Librarian - Whidbey Island Campus** |

|  |  |
| --- | --- |
| **SALARY:** | $37,700.00/9 month school year 71.4% of full time –25 hour per week schedule |
| **OPENING DATE:** | 01/28/17 |
| **CLOSING DATE:** | Priority close date March 26, 2017 |
| **POSITION SUMMARY:** |
| Skagit Valley College (SVC), Whidbey Island Campus (WIC) is seeking a qualified teacher-scholar librarian for a 71.4% of full-time, annually-contracted, non-tenured position in the library. Position starts fall quarter (September 2017). We are looking for faculty who show exceptional classroom skills, whose enthusiasm for the subject matter engages students, and who challenge students through innovative pedagogy and teaching strategies. We seek teacher-scholars whose scholarly activities complement and inform their teaching. Faculty at SVC respect and work effectively with diverse students, colleagues, and community members in a campus climate that promotes innovative teaching, quality scholarship, a learning environment inclusive of diversity, and equitable access and educational achievement for all students**.**Operating as one college with several campuses and centers, SVC serves Skagit, Island and San Juan Counties with campuses in Mount Vernon and Oak Harbor, centers in Friday Harbor and Langley, and a Marine Manufacturing and Technology Center in Anacortes.  SVC is nationally known for its learning communities and for a strong commitment to student success.Libraries at SVC are provided at two campus locations: Mount Vernon Campus and Whidbey Island Campus located in Oak Harbor.  Faculty positions typically are primarily based on one of the two campuses however instructors may be called upon to work at either campus.  This position reports to the Vice-President of the Whidbey Island Campus & Centers and works closely with the Director of Library Services.The position requires a collaborative work style, and excellent interpersonal, communication and problem-solving skills. The successful candidate will value the College's mission and demonstrate a leadership style that complements and enhances the College's ability to serve our diverse communities and further the College's mission, vision, and core themes, consistent with our ***guiding principles:*****Respect, Integrity, Open and Honest Communication, Collaboration** |
| **DUTIES AND RESPONSIBILITIES:** |
| * Work closely with the Director of Library Services to align planning, services, and practices with District policy and practice
* Oversee the day to day operations of Library Services on the Whidbey Island Campus and Centers
* Provide excellent customer service to internal and external stakeholders by providing accurate information and resolving problems.
* Serve students and employees at the Whidbey Island Campus
* Serve students and employees at the South Whidbey, Marine Technology, and San Juan Centers
* Supervise library staff, conduct staff evaluations and promote a developmental program for each direct report that will increase effectiveness consistent with the individual's potential and the College's needs.
* Provide reference services
* Provide research instruction to classes, clubs, faculty and staff, and ad hoc groups as needed, in both face-to-face and online modalities
* Seek input from library stakeholders
* Work collegially across departments and the district to promote the library and serve the information needs of the college community
* Advocate for information literacy
* Utilize innovative, engaging, critical, and inclusive pedagogy
* Contribute to the development and fulfillment of library goals and initiatives
* Develop the collection to serve the needs of the campus and district
* In consultation with the Vice-President and Director of Library Services develop, monitor, and maintain annual Whidbey Island Campus operating and grant budgets in accordance with District policies and procedures.
* Assure allocation of resources in accordance with State and Federal laws and established District policies.
* Contribute to district-wide goals and strategic initiatives
* Attend District Library meetings in person or through ITV and regularly report to the Director of Library Services on areas of responsibility
* Assess library instruction and library practices for improvement
* Create and maintain WIC Library web page using WordPress

Skills and Abilities:* Knowledge of the application of equity, diversity, access, and inclusiveness in education
* Knowledge of theories, principles and practices of library and information sciences
* Knowledge of innovative, engaging, critical, and inclusive library instruction pedagogy
* Knowledge of academic librarianship, especially at the community college level
* Knowledge of office computing applications (i.e. Word, Excel, Outlook, and PowerPoint)
* Knowledge of library computing applications (preferably Ex Libris Alma and Primo, academic library databases, etc.)
* Knowledge of library and instruction assessment methods
* Knowledge of customer relations principles and practices
* Knowledge of leadership and management theory and applications
* Knowledge of learning management software (preferably Canvas)
* Knowledge of basic web design and programming (preferably WordPress)
* Knowledge of library bibliographic structure and standards (especially related to integrated library systems
* Ability to put innovative, engaging, critical, and inclusive pedagogy into practice
* Ability to plan and coordinate work of an operational unit or service team
* Ability to create a welcoming and customer-service oriented department
* Ability to analyze situations accurately and adopt an effective course of action
* Ability to compile data, make reports, and communicate effectively both orally and in writing
* Ability to work effectively in a team environment
* Ability to lift and carry up to 25 lbs.
 |
| **QUALIFICATIONS:** |
| QUALIFICATIONSMinimum Qualifications:* Master of Library and Information Science or equivalent degree from a program accredited by the American Library Association
* Certification from the State Librarian authorized through the Washington State Office of Secretary of State
* Three years of experience as a professional librarian

Preferred Qualifications:* Academic library experience
* Experience using all aspects of integrated library systems
 |
| **SALARY, BENEFITS, CONDITIONS OF EMPLOYMENT, APPLICATION PROCEDURE:** |
| SALARY AND BENEFITSThis faculty position is 71.4% of full time which is 25 hours per week. The annual rate of pay for this position is anticipated to be $37,700. The College has a negotiated faculty salary schedule, employee placement on the schedule is determined by education level and experience. Initial placement is typically at $52,801. A standard 172-day contract is September to June. A full-time faculty work week is 35 hours.  Late contracts will be prorated on the basis of work days remaining in the contract year. Benefits are provided in accordance with State regulations.  CONDITIONS OF EMPLOYMENTIf hired, you will be required to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country. Completion of academic degree(s) will be verified through receipt of official transcripts. A satisfactory result from a background check is also a requirement of employment.APPLICATION PROCEDURETo be considered for this position, applicants must:1. Meet the minimum qualifications and;2. Submit a complete application packet to the online hiring system at [www.skagit.edu](http://www.skagit.edu/) that includes the following:* The online application form;
* A current resume; **(Resume)**
* A letter of interest addressing the minimum and desired qualifications of the position; **(Cover Letter)**
* The names and contact information for a minimum of three professional references (**References**);
* Transcripts documenting undergraduate and graduate coursework and degrees (unofficial transcripts may be submitted, official transcripts will be required upon employment); **(Transcripts)**
* A typed narrative response to the following question (**Other**);  Describe the ways in which you have actively engaged and demonstrated a commitment to promoting the success of diverse students or employees. (Maximum of two pages.)

In order to be considered for the position, you must complete the online application in full and attach the required information and supplemental documents listed above.  **Failure to provide this information will eliminate you from consideration for this position.**APPLICATION DEADLINEPriority Screening date is March 26, 2017.   Applications received by this date will receive first consideration. Applications received after the priority date may be considered until the position is filled. Please be aware that the College hiring authorities reserve the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process.  The College reserves the right to hire one or more candidates.APPLICATION ASSISTANCEIf you have questions or require special accommodation you may contact  Helen.Kane@skagit.edu or call 360-416-7954 Monday through Friday 8 to 5 Pacific Time. For questions regarding our recruitment program you may call Neogov Applicant Tech Support at 855-524-5627 from 6 to 6 PST.ADDITIONAL INFORMATION**SVC Annual Security Report**- The U.S. Department of Education and the federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires all colleges to provide information to current and prospective students and employees about campus safety policies, procedures and statistics on certain crimes, including hate crimes, domestic violence, dating violence, stalking and sexual assault.  We are required to report our campus security information and statistics in an Annual Security Report, which is updated annually each October.  All prospective employees may obtain a copy of the Annual Security Report from the Human Resources Office by calling (360) 416-7954 or by accessing the Report at:  <http://www.skagit.edu/googlesearch.asp?qs=Annual+Security+Report> **Retirement**-The Washington State Board for Community and Technical Colleges offers information regarding Skagit Valley College retirement programs at: <https://www.sbctc.edu/colleges-staff/my-employment/retirement.aspx>**Healthcare**- Washington State Health Care Authority provides benefit information for employees of Skagit Valley College at: <http://www.hca.wa.gov/public-employee-benefits> |

|  |
| --- |
| Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment. Applicants with disabilities who require assistance with the recruitment process should call (360) 416-7954. A telecommunication device for the hearing impaired is available at (360) 416-7718. All documents submitted as part of the application package become the property of the College and will not be returned. |
| APPLICATIONS MAY BE FILED ONLINE AT: [http://www.skagit.edu](http://www.skagit.edu/)2405 E College WayMount Vernon, WA 98273employ@skagit.edu | Position #17-004LIBRARIAN - SKAGIT VALLEY COLLEGE, WHIDBEY ISLAND CAMPUSHK |

|  |
| --- |
| **Librarian - Skagit Valley College, Whidbey Island Campus Supplemental Questionnaire** |

|  |
| --- |
|   |
| \* | 1. | A minimum of a Master of Library and Information Science or equivalent degree from a program accredited by the American Library Association is required. What is your degree? |
|  |
|   | 2. | Do you have Certification from the State Librarian authorized through the Washington State Office of the Secretary of State? |
|  |
| \* | 3. | Do you have three years of experience as a professional librarian? |
|  |
|   | 4. | Do you have academic library experience? (This is a desired qualification.) |
|  |
| \* | 5. | REQUIRED ATTACHMENTS: I acknowledge that I have read the application procedure found on the job announcement and understand that my application must include the following documents as attachments to be considered: 1) Resume; 2) Three professional references; 3) Letter of application; 4) Education transcripts; 5) Typed narrative response to the question: Describe ways in which you have actively engaged and demonstrated a commitment to promoting the success of diverse students or employees. |
|  | Checkbox Yes |
| \* Required Question |