



Library Faculty

***Full-Time Tenure-track Faculty Position
Closes: Open until Filled***

First Review will begin May 21, 2017

POSITION:

Olympic College is recruiting a full-time, 10 month tenure-track faculty position for a Reference and Instructional Librarian at the Bremerton campus. The faculty librarian will promote the library as an integral part of the campus through instruction, marketing, and liaising with students, staff, faculty, and other stakeholders. The candidate will work collaboratively with library faculty and staff to develop programming and educational initiatives, promote library services and information literacy, communicate the value of the library, and build collections in relevant areas. The faculty librarian is service oriented, requiring excellent social, communication, and collaboration skills.

ABOUT OLYMPIC COLLEGE:

Olympic College is a public two-year community college accredited by the Northwest Commission on Colleges and Universities that educates more than 13,000 students a year. Named a 2014 top-ten finalist for the Aspen Prize; the nation's preeminent recognition of high performing community colleges. The College is committed to building a diverse and inclusive workforce and encourages applications from women, people of color, individuals with disabilities and veterans. Olympic College is located on the scenic Kitsap Peninsula across the Puget Sound from the city of Seattle. Kitsap is surrounded by 236 miles of salt water shoreline and centrally located between the Olympic and Cascade Mountain ranges, affording spectacular views of mountains and water from every vantage point.

SALARY:

Per Olympic College Board of Trustees approved salary schedule based on education and qualified experience. Contract includes medical, dental, disability, life and retirement benefits.

TYPICAL WORK:

- Provide research assistance and individual instruction in the use of the library's services and resources in person, over the phone, via e-mail, and using online chat;
- Work collaboratively with a team of library faculty to meet reference and instructional needs and build collections;

- Design, maintain, and teach information literacy curriculum to a diverse student population of adult learners through multiple delivery modes;
- Provide collection development in the assigned liaison areas;
- Perform original and adaptive cataloging in a variety of subjects and formats;
- Maintain current awareness of library technologies, trends in librarianship and active knowledge of research resources;
- Participate in the planning, development, and implementation of the Library's current and future services, systems, and technical infrastructure;
- Lead the work of library technicians and adjunct librarians;
- Attend faculty, department, and division meetings and serve on appropriate committees;
- Perform other related duties, including assessment, as required and/or assigned.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

MINIMUM QUALIFICATIONS:

- Master of Library Science (MLS) or equivalent program accredited by the American Library Association;
- One to three years academic library experience in areas of reference and instructional services;
- Experience providing library user education to adult learners and assessing student learning outcomes.

DESIRABLE QUALIFICATIONS:

- Experience in the Community College environment preferred;
- Experience using integrated library systems such as Alma and/or discovery tools such as Primo;
- Cataloging experience;
- Background in health sciences and/or hard sciences;
- Experience with serving students and faculty in baccalaureate programs;
- Experience with creating and maintaining web pages according to web-based design principles and usability guidelines.

SUCCESSFUL APPLICANTS WILL BE ABLE TO:

- Work independently and as part of a team;
- Foster a climate of multi-cultural understanding and appreciation;
- Demonstrate success working with individuals and groups representing a wide range of diverse cultural, geographic, and socioeconomic backgrounds;
- Demonstrate effective interpersonal, oral, written and online communication skills;
- Establish and maintain collaborative working relationships throughout the college community as part of an educational team;
- Demonstrate an understanding of, and commitment, to the Olympic College mission, diversity, and a learning-centered climate.

CONDITIONS OF EMPLOYMENT:

- May require evening/weekend hours when necessary
- Official college transcripts required if hired
- Must pass a criminal background records check
- May be required to provide instruction at a satellite Olympic College campus
- Must become a member of the Association for Higher Education (AHE) or pay a representation fee on or before the thirtieth day following the beginning of employment
- If hired you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this full-time position as required by the Immigration Reform Control Act of 1986.

WORKING CONDITIONS:

This job requires punctual and regular attendance.

PHYSICAL REQUIREMENTS:

Must be able to perform the essential functions of this position.

APPLICATION PROCESS:

Only those applications that include all Required Application materials will be considered. Apply on-line at:

<http://agency.governmentjobs.com/olympic/default.cfm>

REQUIRED APPLICATION MATERIALS:

- Olympic College Online Application
- Cover Letter
- Resume or Curriculum Vitae
- Unofficial transcripts of all college's attended

** Please upload all required application materials when completing the online application process. If you have problems uploading your documents, please contact Government Jobs applicant support at 855-524-5627 between 8am and 5pm Pacific Time, Monday – Friday.*

***The Olympic College Human Resource Services will not review, scan nor accept application materials other than the required application materials listed. All application materials become the property of Olympic College.*

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Not responsible for email or FAX error.

Corrected or extended notices for this recruitment will be posted on the Olympic College web site.

Olympic College

Human Resource Services
College Service Center, Fifth Floor
1600 Chester Avenue
Bremerton, WA 98337-1699
Phone: (360) 475-7300

Monday – Friday, 8:00 a.m. to 4:30 p.m. Employment questions: jobs@olympic.edu

Olympic College provides equal opportunity in education and employment regardless of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, use of a trained guide dog or service animal, or on any other unlawful basis. For inquiries regarding non-discrimination policies, contact Human Resource Services hrrs@olympic.edu, 360-475-7300, 1600 Chester Ave., Bremerton, WA 98337-1699. For inquiries regarding sexual misconduct policies, contact Title IX Coordinator Cheryl Nuñez: cnunez@olympic.edu, 360-475-7125, 1600 Chester Ave., Bremerton, WA 98337-1699.