



**RENTON TECHNICAL COLLEGE**  
**invites applications for the position of:**  
**Librarian**

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**SALARY:** \$62,890.38 - \$74,869.50 Annually

**OPENING DATE:** 12/08/17

**CLOSING DATE:** 01/07/18 11:59 PM

**POSITION:**

Renton Technical College, located southeast of Seattle, has provided quality education in a variety of occupations for over 75 years. Our apprenticeship, professional-technical certificate, and degree programs offer entry and mid-level training in the areas of allied health, trades and industry, culinary, business, technology, automotive, and general education. Our outstanding basic studies program, with classes in adult basic education, English as a second language, and GED preparation, is available to those who need additional preparation prior to entering a training program and for those who simply wish to improve their math and English skills. As an Achieving the Dream Leader College and an Aspen Institute top 10 finalist for the Aspen Prize for Community College Excellence, RTC is also proud to be a Military Friendly School, serving those who chose to serve.

The faculty librarian is primarily responsible for reference and instructional services. The faculty librarian works with faculty members and administrators to assist them in including information literacy concepts in program curricula and develops programming that promotes library services and information literacy. This includes teaching workshops to faculty members and students while communicating the value of the library. The faculty librarian takes an active role in promoting social justice within the library and the larger academic institution as well as ensures the Library is an integral part of the campus through instruction, marketing, and liaising with the college community and other stakeholders.

This full-time, probationary (tenure track) position reports to the Library Director and is scheduled to begin upon selection. This academic year position is scheduled to work 40 hours per week.

Renton Technical College is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its professional staff. The students that we serve come from a variety of backgrounds and are almost 60% of color. We strongly encourage members of underrepresented groups, veterans, and bi- or multi-lingual individuals to apply for this position to help meet the needs of our diverse students and service district.

**KEY RESPONSIBILITIES INCLUDE:**

- Provide leadership in working to improve access and successful educational outcomes for underrepresented student populations.
- Demonstrating multicultural competence (including an awareness and understanding of historically disadvantaged populations) and creating an educational environment that affirms a commitment to equity, diversity, and inclusion.
- Design, schedule, teach, and assess workshops on information literacy and library resources employing developmentally and culturally appropriate teaching methods and modalities.
- Work with faculty members on integrating information literacy concepts into their

curriculum and assignments.

- Provide direct services to library patrons and consortium customers including reference and circulation services, using a variety of print and electronic information resources.
- Work closely with eLearning staff to embed information and digital literacy in online instruction.
- Utilize innovative, engaging, critical and inclusive pedagogy and andragogy.
- Design instruments to survey, compile and track statistical data related to library activities and the instruction of information literacy.
- Develop and maintain (in print and electronic format) bibliographies and subject specific guides of online and print library resources.
- Select materials for the library collection.
- Support and promote initiatives for Open Educational Resources (OER) and copyright compliance.
- Maintain current awareness and skills in library technologies and trends.

### **REQUIRED KNOWLEDGE, SKILLS AND RESPONSIBILITIES:**

- Demonstrated leadership or participation in institutional programs with persons from diverse backgrounds such as sexual orientation, racial, ethnic, religious, linguistic, gender, age, socio-economic, physical and learning abilities, and a commitment to an inclusive and equitable working / learning environment.
- Master's degree in library science from a program accredited by the American Library Association.
- One to three years' academic library experience in areas of reference and instructional services; experience in community and/or technical college environment preferred.
- Experience promoting and providing library education to adult learners and assessing student-learning outcomes.
- Ability to design and deliver instruction in formal workshops and informal one-on-one settings.
- Excellent communication and interpersonal skills that will enable them to work with a diverse clientele of faculty, students, staff, and community patrons.
- A working knowledge of integrated on-line library information systems such as ALMA/PRIMO.
- A working knowledge of Learning Management Software (preferably Canvas).
- Experience working with an online reference service such as QuestionPoint/AskWA.
- Experience working with and promoting Open Education Resources (OERs).
- Proficient computer skills and knowledge of electronic data base systems, spreadsheets, Word, Outlook and Excel. Previous success learning new computer software programs/platforms required.
- Ability to establish and maintain effective working relationships with students, faculty, parents, staff, community partners and the general public.
- Excellent leadership and interpersonal skills and ability to work effectively as part of a team.
- Demonstrated attention to detail required as well as previous experience maintaining accurate records, managing multiple tasks, and planning and organizing work in order to meet changing priorities and deadlines.
- Ability to represent the college in a positive and professional manner, while using tact, discretion and courtesy.
- Speaker of a language in addition to English is preferred– preference for top spoken languages in the RTC service area (Spanish, Vietnamese, Russian, Somali, Chinese).

### **CONDITIONS OF EMPLOYMENT:**

The person hired must provide proof of citizenship or other authorization for employment. As a faculty position, the person hired must pay dues to the Renton Federation of Teachers or an equal amount as a representation fee within thirty calendar days after employment begins.

**\*\*Official Transcripts are required upon hire\*\***

For questions regarding this position please contact [nmedbury@rtc.edu](mailto:nmedbury@rtc.edu) or call 425-235-2296.

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**EEO STATEMENT:**

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis 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 veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. The following college official has been designated to handle inquiries regarding the nondiscrimination policies: Title IX / EEO Coordinator, Executive Director of Human Resources 3000 NE 4th Street Renton, WA 98056 (425)235-7873, [titleix@rtc.ed](mailto:titleix@rtc.ed).

*Jeanne Clery statement: Notice of Availability of Annual Security and Fire Safety Report: In compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Renton Technical College reports the mandate information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. Renton Technical College's Annual Safety and Fire Report is available online at: <http://www.rtc.edu/clery-act>.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.RTC.edu>

Position #17-R0015  
LIBRARIAN  
NM

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Renton, WA 98056  
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