



Community Colleges of Spokane
Reference Librarian - Adjunct - Spokane Community College

SALARY	\$38.58 - \$82.08 Hourly	LOCATION	Spokane, WA
JOB TYPE	Adjunct Faculty	JOB NUMBER	20244272
DEPARTMENT	SCC Library Services	OPENING DATE	03/18/2024
CLOSING DATE	4/22/2024 4:00 PM Pacific		

DESCRIPTION

The quarterly compensation for this position was approximately **\$5,417.6** for **132 hours/quarter** for the academic year **2023-2024**.

Community Colleges of Spokane (CCS) District Equity Statement

CCS believes that access to high-quality education in a safe and inclusive environment is the right of all individuals and imperative for the continued advancement of a strong democracy and workforce. We also believe higher education institutions have an obligation to work toward and demonstrate progress in ensuring equity amongst their students, faculty, and staff. Equity is grounded in the principle of fairness. In higher education, equity refers to ensuring that each student receives what they need to be successful through the intentional design of the college experience.

Spokane Community College seeks qualified candidates for the position of **Adjunct (part-time) Reference Librarian**. Duties include providing research assistance to students and other library users at the Spokane campus reference desk and online. Other responsibilities include maintaining research guides, collection development, library displays, and other projects as assigned.

Spokane Community College (SCC) is a beautiful campus located in the inland Pacific Northwest, on the ancestral home of the Spokane Tribe, near the Spokane River. Our campus is not far from the urban center of Spokane, a mid-sized city with a high quality of life and quick access to the outdoors. See our website for more information about living and working in Spokane.

SCC is one of two accredited community colleges that comprise the Community Colleges of Spokane (CCS). Serving about 15,000 students, SCC endeavors to be an educational leader and a responsive partner with the community and region, offering access to relevant programs of the highest quality. We offer state-of-the-art career technical programs (approximately 50% of total enrollment) as well as liberal arts/transfer programs (about 25%) and basic education for adults (about 25%). In addition to serving the urban and suburban population in greater Spokane, CCS provides educational services to rural communities throughout a 12,302 square mile region in Eastern Washington. This region includes all of Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties as well as portions of Lincoln County.

SCC's mission is to provide all students with an excellent education that transforms lives and expands their opportunities.

Please be aware that this recruitment closes at 4:00 p.m. PST. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

Spokane Community College seeks qualified candidates for consideration of employment in this part-time adjunct faculty position.

DUTIES AND RESPONSIBILITIES

- Provide reference services to college and public patrons at the Spokane Community College Library reference desk.
- Provide synchronous and asynchronous research assistance through a variety of mediums.
- Create and maintain library instructional materials in a variety of modalities.
- Contribute to library programming, displays, and other departmental projects.
- May develop, maintain, and promote the library's collections in a variety of formats and in collaboration with other library faculty.
- May teach Information Literacy sessions, in-person or online, for courses from various academic programs.
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes, and collective bargaining agreements.
- Support and advance the CCS mission, values, goals, and objectives, and perform other duties as assigned.

COMPETENCIES & OTHER REQUIREMENTS

MINIMUM QUALIFICATIONS

- Master's degree in Library Science from an ALA accredited institution.
- Demonstrated commitment to fostering a teaching, learning, and working environment that honors diversity, equity, and inclusion.
- Experience using a variety of educational and/or library technologies (e.g., learning management software, library databases, integrated library systems, *LibGuides*, *Microsoft 365*, *Google Drive*, etc.).
- Ability to work independently and collaboratively.
- Ability to communicate effectively and respectfully in oral and written English.
- Understanding of and willingness to support the role that community colleges serve in higher education, and specifically the mission, values, goals and objectives of SCC and the Community Colleges of Spokane.
- The ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, and community and technical college system.

DESIRED QUALIFICATIONS

- Previous experience equivalent to one full academic year as a professional librarian.
- Previous professional experience in higher education
- Previous experience in an instructional setting.
- Relevant experience in reference service and/or information literacy instruction.

CONDITIONS/TERMS OF EMPLOYMENT

TERM OF EMPLOYMENT

This is an **adjunct (part-time)** position. Compensation will be pro-rated according to the amount of workload assigned. CCS reserves the right to cancel this recruitment without notice. Academic employees are represented by the Association of Higher Education (AHE), which is affiliated with NEA and WEA. Membership is optional.

CONDITIONS/TERMS OF EMPLOYMENT

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Community Colleges of Spokane maintains a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

REQUIRED APPLICATION MATERIALS

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- CCS online application. *
- Cover letter addressing your qualifications relevant to the responsibilities of this position. *
- Resume. *
- References – the names, addresses, and phone numbers of three professional references. *
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable for initial application, official copies must be submitted upon acceptance of job offer.

NOTE: All of the above are required to ensure your consideration for this position. **The item(s) marked with an asterisk are required attachments to your application prior to submission.**

If you require an accommodation during the application or interview process, please contact HR at CCS.recruiter@ccs.spokane.edu

Community Colleges of Spokane does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding her child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of trained guide dog or service animal by a person with disability, genetic information or any other legally protected category.

Direct all inquiries or grievances regarding access and Title IX or ADA to:

**Amy McCoy | Chief Compliance Officer
Title IX and ADA Coordinator**
Community Colleges of Spokane
2917 W. Whistalks Way, MS 3027
Spokane, WA. 99224-5288
ccs.titleix@ccs.spokane.edu
509-279-6012

Direct all inquiries regarding equal opportunity compliance and/or grievances to:

Greg Stevens | Chief Strategy and Administration Officer

Community Colleges of Spokane
 P.O. Box 6000, MS1004
 Spokane, WA. 99217-6000
 509-434-5040

Native Land Acknowledgement

We are honored to acknowledge that the Community Colleges of Spokane, and our main campuses for Spokane Falls and Spokane Community College, are located on the traditional and sacred homelands of the Spokane Tribe. We also provide services in a region that includes the traditional and sacred homelands of the Coeur d'Alene Tribe, Confederated Tribes of the Colville Reservation, Kalispel Tribe and Nez Perce Tribe.

We pay our respect to tribal elders both past and present as well as to all Indigenous people today. This land holds their cultural DNA, and we are honored and grateful to be here on their traditional lands. We give thanks to the legacy of the original people and their descendants and pledge to honor their stewardship and values.

Agency

Community Colleges of Spokane

Address

CCS HUMAN RESOURCES OFFICE IS LOCATED AT:
 501 N Riverpoint Blvd, Suite 125
 Spokane, Washington, 99217

Phone

509-434-5040

Website

<http://ccs.spokane.edu>

Reference Librarian - Adjunct - Spokane Community College Supplemental Questionnaire***QUESTION 1**

Have you completed a Master's degree in Library Science from an ALA accredited institution?

- Yes
 No

***QUESTION 2**

Do you have relevant experience in reference and/or information literacy instruction?

- Yes
 No

***QUESTION 3**

Do you have experience using a variety of educational and/or library technologies and software (e.g. learning management software, library databases, integrated library systems, LibGuides, MS Office365, Google Drive)

- Yes
 No

* Required Question