

Roberta Patten  
Board of Regents Chair



Dr. Martin Ahumada  
College President

## SAN CARLOS APACHE COLLEGE

HUMAN RESOURCES

1 San Carlos Ave., Bldg. 3

P.O. Box 344

San Carlos, Arizona 85550

(928) 475-2016 ♦ Fax (928) 475-2018

### Job Posting

#### College Librarian

**POSITION TITLE:** College Librarian **Vacancy Announcement No.:** #23-07

**WORK LOCATION:** San Carlos Apache College, Main Campus in San Carlos, AZ

**DEPARTMENT:** Academics

**REPORTS TO:** Provost

**DEADLINE:** Open Until Filled (Opened 1/25/2023)

**Essential Responsibilities:** Essential responsibilities and duties may include, but are not limited to the following:

- oversee the daily operations of the college library and provide training and guidance to library personnel that may include student workers and tutors.
- help students, faculty and staff with finding and recommending source materials as well as determining what type of materials they need
- Shall also instruct patrons on basic computer skills, educate them on policies and how to use library resources
- Set up new technologies, such as media conferencing, mediated instruction and other library services
- Assume responsibility for cataloging print and non-print materials. Manage, promote and evaluate materials such as journals, books and various multimedia for patron use.
- Promote a Library atmosphere conducive to study, research, and reading.
- Plan special programs related to the library, and coordinate activities in partnership with the Gila County Library District
- Provide in-person and virtual reference assistance to patrons utilizing print and online resources.
- Address inappropriate patron behavior and activities within the facility and resolve problems as appropriate
- Apply appropriate policies and procedures, and generate reports
- Plan, organize, and teach remote and in-person literacy, research concepts, and other library classes to students.
- Create online tutorials. Provide embedded librarian services and on-line workshops. Evaluate, select, and recommend print and electronic library materials and collaborate with faculty on collection development
- Provide outreach services with faculty and staff to foster cooperation and awareness concerning library resources and services. Market library services and resources to the college community through events, meetings, social networking applications, and participation in other college

activities. Create, develop and maintain research topic and resource guides, library handouts, and other instructional documentation in primarily online formats.

- Contribute and participate actively in professional associations. Develop and submit grant proposals to expand library functions. Manage awarded grants and submit required grants reports. Represent the library as a member of college-wide and committees
- Follow the Library's strategic plan
- Other duties as assigned

### **Qualifications:**

- Initiative and ability to work independently
- create a welcoming and safe environment for all students.
- maintain professionalism and a strict standard of confidentiality.
- Knowledge of citation styles, research methods, and college writing expectations.
- collect and analyze statistical data to evaluation the effectiveness and efficiency of the library.
- Knowledge of subject matter related to basic library functions.
- Ability to create curriculum for teaching data literacy to college students
- Outgoing, friendly, people-oriented skills are required
- Positive energy required

### **Education, Experience, & Licensing Requirements:**

- Successful completion of a full course of study in an accredited college or university that led to a Bachelor's degree or higher degree that included a major field of study in Library Science, Computer Information Systems, Education, or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

In addition to meeting the basic requirements above, candidates must have had three (3) years of specialized experience.

Specialized experience is experience in an academic library as a Librarian, Library Faculty or in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

- Knowledge, experience, and comfort working in higher education or an academic environment
- Ability to provide outstanding quality customer service and support to SCAC and all stakeholders
- Driver's license required.
- Ability to pass a pre-employment background check
- Ability to pass a pre-employment drug and alcohol test

### **Compensation:**

- 50,000.00-60,000.00 Annually

### **How to Apply:**

Email your application, resume, cover letter, and supporting documents to [hr@apachecollege.org](mailto:hr@apachecollege.org)

Chris Lyn Phillips, Human Resource Officer

- The San Carlos Apache College follows our Native Hiring Preference Policy
- The San Carlos Apache College is an Equal Opportunity Employer