



## SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221  
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### EMPLOYMENT OPPORTUNITY

**Title:** Librarian I  
**Campus:** Del Rio

**Job ID:** 212232710102  
**Closing Date:** July 8, 2022, Or Until Filled

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**Job Duties:** Support students, faculty, and staff, both locally and at a distance, through individual consultations, chat, email, and regularly scheduled reference hours. Develop and maintain course, subject, and general research guides (LibGuides), videos/tutorials, and other digital learning objects. Serve as a library liaison to academic departments by participating in the collection development process. Assist in the planning, implementation and assessment of library programs, policies and procedures. Serve on campus and college-wide committees; participate in the development of college initiatives; assist in the formation of policies, procedures, goals and objectives of the library. Develop and implement flexible strategies that build, support, and deliver a diverse collection of resources and tools; including data-driven decision making for selection and retention of resources and services. Create and update information handouts; Make recommendations for the web page. Compile and report library statistics. Makes recommendations, reports, and actively participates in strategic planning, budget preparation, expenditure and assessment. Maintain an established schedule, including an evening shift and weekend rotations.

**Salary:** Professional Schedule Group III for MLS or commensurate with education and work experience, 12-month position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

### QUALIFICATIONS

**Education:** Master's degree in Library and/or Information Science from an ALA accredited institution.

**Experience & Training:** Experience with student learning and innovative teaching skills with a focus on information literacy. Knowledge of basic library skills including but not limited to ILL, collection development, reference services, and online resources. Demonstrated experience with web, digital and electronic library content, production, and standards. Knowledge of current and emerging trends in instructional technologies. A demonstrated commitment to providing exceptional customer service to students, faculty, and staff. Effective communication, presentation and organizational skills, with the ability to exercise tact and discretion, and attention to detail and follow through. Supervisory practices and principles.

**Additional Qualification Requirements:** High energy, outgoing personality and professional attitude. Able to complete tasks independently with a very high quality of performance. Creative and innovative teaching skills with a focus on information literacy. Experience with the assessment of information literacy and student learning outcomes. A demonstrated commitment to providing exceptional customer service to students, faculty, and staff. Knowledge of library best practices. Knowledge of, and experience with, instructional technology. Excellent oral and written communication skills, strong interpersonal skills, and the ability to work in a team environment. Strong commitment to public services. Ability to prioritize work assignments in a busy work

environment. Deep awareness of activities and current developments in the library profession, especially national standards and guidelines for information literacy instruction and practices.

**SUBMIT FACULTY APPLICATION TO:**

Human Resources Coordinator, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**