

## Southwest Texas Junior College

### Internal & External Employment Opportunity

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Ofc ☐ 830.591.7340 Fax  
Human Resources Employment: <http://www.swtjc.edu>

---

**Title:** Librarian II

**Job #** 181923710101

**Location:** Uvalde Campus

**Closing Date:** 04/30/2019 or Until Filled

---

**Description of Job Duties:** Support students, faculty, and staff, both locally and at a distance, through individual consultations, chat, email, and regularly scheduled reference hours. Utilizes a wide range of resources including print, electronic, and web-based reference tools. Provide an engaging, approachable, and service-oriented experience to library patrons at the information desk. Create information literacy curricula, lesson plans, and learning outcomes for specific assignments geared toward developing research skills and critical thinking competencies for students. Develop and maintain course, subject, and general research guides, videos/tutorials, and other digital learning objects. Serve as a library liaison to academic departments by participating in the collection development process. Suggest relevant acquisitions. Assess collection and services by preparing new course, program and accreditation reviews. 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. Manage library services functions, including selection, supervision, development and evaluation of Library Services staff; the coordination of library functions and services with other library, campus, and college activities and services. 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 Range:** Based on Professional schedule; Group III

## QUALIFICATION REQUIREMENTS

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

**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, catalog experience 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.

**Submit Faculty Application To:** Human Resources Coordinator, 2401 Garner Field Road, Uvalde TX 78801. It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) Letter of intent, 2) SWTJC application form, 3) resume, and 4) copies of transcripts (Official transcripts required when hired. All applications and supporting documents become the property of SWTJC.

### NOTICE TO APPLICANTS

With respect to the employment and promotion of both 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**