

APPLICATION PROCEDURE

To be considered a candidate for this position, the following materials must be electronically uploaded at <https://jobs.socccd.edu>:

- A completed South Orange County Community College District online application including education, experience and references.
- A current résumé and/or Curriculum Vitae.
- At least one current letter of recommendation from individuals familiar with the applicant's academic abilities.
- Academic transcripts of all college level work showing date degree awarded from an accredited institution (For consideration, degrees must be awarded at time of application, or applicant must complete Supplemental Application for Equivalency with online application. Unofficial transcripts are acceptable at this time. Successful candidate must provide official transcripts upon hire. **Non-U.S. transcripts** must include a certified U.S. evaluation with translation, (i.e. NACES agency: www.naces.org) at the time of application.)
- Federal law requires every new employee to present documentation showing eligibility to work in the U.S. SOCCCD does not sponsor employment Visas.

Incomplete application packages will not be considered.

All submitted materials become the property of the South Orange County Community College District, and will not be returned or copied, and will be considered for this position only.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. All travel arrangements will be at applicant's expense. Application materials must be received by 5:00 P.M. on the day the position closes. Application materials (i.e. letters of recommendation) received after the closing deadline will not be accepted.



For an online application, information and instructions, visit the District Job Opportunities website at jobs.socccd.edu or call (949) 582-4850.

SELECTION PROCEDURE

A screening committee will review application materials which are complete and received by the filing deadline. A limited number of applicants will be invited to the District for an initial interview at their own expense. Possession of the minimum qualifications does not ensure an interview.

COMPENSATION AND FRINGE BENEFITS

Full-time faculty are paid on the Academic Salary Schedule (see Wages for salary placement criteria in Academic Employee Master Agreement located under Contracts on District website). The District offers a comprehensive package of insurance benefits which includes medical and dental insurance, vision-care plan, life insurance and dependent life coverage, accidental death and dismemberment coverage, long-term disability plan, and legal plan. All premiums are fully paid by the District.

28000 Marguerite Parkway, Mission Viejo, CA 92692-3635

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The South Orange County Community College District is located between Los Angeles and San Diego and covers 48 percent of the geographic area of Orange County. This multi-campus district is comprised of Saddleback College in Mission Viejo and Irvine Valley College in Irvine. A new instructional site, the Advanced Technology & Education Park (ATEP), opened in Tustin in 2007 offering classes from both colleges. District wide, there are more than 2,600 employees of which over 800 are full-time.

Irvine Valley College is centrally located in a thriving community that includes the University of California, Irvine; California State University, Fullerton-Irvine Campus; and one of the highest concentrations of technology and business enterprises in California. The college offers over 60 associate degree majors and over 40 career and technical certificate programs. Now in its 26th year, IVC prides itself on academic excellence. The college ranks third among all California community colleges in transfer rates to four-year institutions. More than 15,000 students enroll each semester, including 400 international students representing over 46 countries. The college supports diverse student clubs and organizations and a vital honors program. Please visit the college website at www.ivc.edu.



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An Equal Opportunity Employer

LIBRARIAN-INSTRUCTION

Full-Time Tenure Track



Position ID #1831

Address Inquiries to:

Office of Human Resources
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

949.582.4850

MINIMUM QUALIFICATIONS

POSITION ID # 1831

The successful candidate must meet one of the following criteria:

1. Master's degree or higher in library science, or library and information science from an accredited college or university; OR
2. Valid California Community College Instructor Credential, appropriate to the subject, per Education Code 87355 (issued prior to July 1, 1990); OR
3. A combination of education and experience that is at least the equivalent of item 1 above. (Candidates who apply on the basis of equivalency must submit the Supplemental Application for Equivalency Determination form in addition to all other required materials.)

EXPERIENCE REQUIRED

- Minimum of two (2) years recent professional experience in an academic library (preferably community college) providing reference and instruction services.
- Effective written and oral communication skills.
- Ability to work productively, both independently and with a team.
- Ability to work collaboratively with library staff, faculty, and administrators.
- Evidence of sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRED QUALIFICATIONS

Preference will be given to those candidates demonstrating a high level of professional expertise on the basis of:

- A second Master's degree from an accredited university in a discipline taught at Irvine Valley College.
- In-depth knowledge of integrated library systems, search interfaces, & experience in instructional design and/or distance education pedagogy.
- Experience with established and emerging metadata standards and mark-up languages such as Dublin core, HTML, XML, and XHTML.
- A working knowledge of the OCLC WorldShare Management System.
- A basic understanding of RDA, MARC, AACR2, and other cataloging standards.
- Knowledge of the Blackboard course management system.
- Familiarity with contemporary issues pertaining to library technology, information competency, student learning outcomes, and program review.
- Ability to produce online and in print resource lists and subject guides and other materials to support the information needs of students, faculty and staff.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Collaborate and teach a dynamic library instruction program (workshops and instructional sessions). Create online learning opportunities that focus on library skills and information competency for distance learners, including interactive tutorials, static pathfinders, and enhanced online reference. Contribute to the campus-wide conversation on information competency and its assessment. Train faculty and staff in the applications of new library technologies. Provide reference instruction and information service to students, faculty, staff and college community. Review and select print and electronic materials for library acquisition and electronic transfer of resources to library systems. Maintain current knowledge in the subject-matter area and in effective teaching/learning strategies; maintain appropriate standards of professional conduct and ethics. Work as a team member of faculty librarians to assess and plan for improvement of library services and library resources. Maintain appropriate statistics and reports. Serve on college committees and participate in college-wide professional development activities. Assignments may include evening and weekend hours.