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.
- Required current letters of recommendation from individuals familiar with the applicant’s academic abilities. Letters must reference job opening ID.
- 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.

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.

Saddleback College opened its doors to students in 1968 and is one of the largest California community colleges with an annual student population of over 42,000. The college offers over 190 programs leading to an associate degree or career education certificate. Located on a 200-acre hillside campus in Mission Viejo, Saddleback College is treasured by the community. The performing arts programs are celebrated in the community and the college is well-known for its health sciences programs, 18 intercollegiate athletic teams, community education program and Emeritus Institute for older adults. On campus there are more than 50 campus clubs for students and a vibrant study-abroad program provides semester-long learning experiences in other countries. Please visit the college website at saddleback.edu.

Board of Trustees
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An Equal Opportunity Employer

Librarian
Full-Time Tenure Track
Closing Date: Monday, February 10, 2020

Job Opening ID # P0001515/REQ8376
Address Inquiries to:
Office of Human Resources
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635
949.582.4850
LIBRARIAN

MINIMUM QUALIFICATIONS

The successful candidate must meet one of the following criteria:
1. Master’s degree in library science, library and information science OR the equivalent 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. (Applicants making application 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 in community college), with an emphasis on outreach and equity; or
• For recent library school graduates, a specialization in library instruction and/or academic librarianship.
• 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 those candidates who demonstrate a high level of professional expertise on the basis of:
• Degree from an A.L.A. accredited college or university.
• Knowledge of current teaching pedagogies and experience designing and implementing active learning activities.
• Commitment to student-centered library services.
• Knowledge of information competency instruction, in person and online.
• Knowledge of print and electronic information resources and services.
• Knowledge of contemporary issues and trends pertaining to libraries including OER, copyright, equity, and student success.
• Ability to work collaboratively with library staff, faculty, and administrators.
• Knowledge of current technology applications relevant to library services and instruction.
• Excellent oral, written, and presentation communication skills for multiple audiences.
• Experience in reference and instruction services in an academic library to a diverse patron community.
• Ability to use and adapt to a range of technologies/software.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Saddleback College is seeking a self-motivated and energetic librarian to collaborate across the college that is responsive to student equity and faculty needs and promotes new models for student success. The candidate should demonstrate experience in teaching and working with individuals from diverse backgrounds to contribute to our mission and vision. All librarians perform multiple roles including public service, user instruction and coordination of the operational area, as well as other professional responsibilities in the library and in the college.

• Provide in-person and online reference, research assistance, and instruction to students and faculty.
• Participate in collection development activities through the assessment, selection and deselection of materials for print and electronic resources.
• Participate in college-wide activities.
• Assist with the creation of new LibGuides, and with the review and maintenance of the existing LibGuides.
• Serve on college committees and participate in college-wide governance.
• Maintain current knowledge in the subject-matter.
• Maintain appropriate standards of professional conduct and ethics.
• Participate in general faculty functions in relation to the educational program, in-service programs and professional development.
• Work collaboratively and collegially with other full-time and part-time faculty, staff, and administrators to meet students’ needs.
• Assignment may include evening and/or weekend hours.
• Additional duties may be assigned.