

College Librarian - PT  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=142823>

Downloaded On: Sep. 20, 2020 1:10pm

Posted Jun. 8, 2020, set to expire Oct. 8, 2020

<b>Job Title</b>	College Librarian - PT
<b>Department</b>	
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Jun. 8, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library
<b>Apply Online Here</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/College-Librarian---PT_J0000943">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/College-Librarian---PT_J0000943</a>

**Apply By Email**

**Job Description**

\*Department:\*

Library Resource Center

\*Salary/Hourly\*

\$30.00 Hourly

\*Union/Position Status:\*

FFECC NTP PT

\*Posting Closing Date:\*

June 1, 2021

\*JOB DESCRIPTION\*

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**\*DISTINGUISHING FEATURES OF THE CLASS\_:\_\***

Performs professional library duties in the community college library; does related work as required. Under the direct supervision of a higher-level librarian, performs librarian duties of a general nature necessary for the on-going operation and improvement of college library services; or is assigned to concentrate duties in a specific function. Supervision may be exercised over a small clerical staff and student assistants. Does related work as required.

**\*TYPICAL WORK ACTIVITIES\_:\_\***

- \* Assists in development, organization, description and assessment of print and electronic collections;
- \* Provides reference service;
- \* Participates in the operations of the library management system;
- \* Provides library research/instruction;
- \* Participates in faculty governance;
- \* Prepares budgets, annual reports and other documents as needed;
- \* Creates informational and promotional materials related to library services;
- \* Provides research support to faculty and staff;
- \* Improves patron access and inventory procedures;
- \* Supervises, plans programs and assists in assigned areas of the college library;
- \* Creates research subject guides.

**\*KNOWLEDGE, SKILLS AND ABILITIES\_:\_\***

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Demonstrated knowledge of a wide range of print and electronic information resources; broad knowledge of library methods and procedures; ability to carry out assignments independently; ability to comprehend users' needs quickly and accurately; ability to teach individuals and groups; ability to get along well with others; tact; courtesy; good judgment; initiative in making constructive suggestions for improvements in services and collections; willingness to meet people easily and participate in the cultural and intellectual activities of the College; physically capable of performing the essential functions of the position with or without reasonable accommodation.

**\*MINIMUM QUALIFICATIONS: FULL-TIME\***

Graduation from a regionally accredited four (4) year college or university with a Master's Degree in



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Library Science, from an ALA-accredited institution. Two (2) years of professional library experience and Academic experience is preferred.

### \*MINIMUM QUALIFICATIONS: PART-TIME\*

Graduation from a regionally accredited four (4) year college or university with a Master's Degree in Library Science or Information Science from an ALA-accredited institution.

### \*SPECIAL REQUIREMENTS:\*

\*Please attach unofficial transcripts when you apply. \*

\*Official transcripts will be required for successful candidates within 30 days of hire.\*

\*\_Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.\_\*

Contact Human Resources at (716) 851-1840 with any questions.

### \*Notice of Non-Discrimination\*

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

\_The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:\_



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\*Civil Rights Compliance Officer\*  
Tracy Archie, Chief Diversity Officer  
Office of Equity and Diversity  
City Campus, Room 174, 121 Ellicott Street  
Buffalo, NY 14203  
(716) 851-1118

\_For further information on notice of non-discrimination, please contact:\_  
New York Office  
United States Department of Education  
Office for Civil Rights, 32 Old Slip 26th Floor,  
New York, N.Y., 10005-25010;  
Tel (646) 428-3800; Email: <mailto:OCR.NewYork@ed.gov>OCR.NewYork@ed.gov.

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**