Central Louisiana Technical Community College (CLTCC) invites applications for the position of Reference/Instruction Librarian located at the Campus in Alexandria, Louisiana. CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, and Winn) in central Louisiana and has seven sites: 1) the Main Campus in Alexandria; 2: the Ferriday Campus in Ferriday; 3: the Huey P. Long Campus in Winnfield; 4: the Lamar Salter Campus in Leesville; 5: the Natchitoches Campus in Natchitoches; 6: the Rod Brady Campus in Jena; 7: the Sabine Valley Campus in Many; and 8: the Ward H. Nash Avoyelles Campus in Cottonport. Additionally, CLTCC provides instruction in one state prison and one federal correctional institution.

Summary:

Assists patrons in using the tools of research, provides expertise, and assistance in answering reference questions, conducts information literacy classes, and ensures coverage for reference services.

Essential Duties Include:

- Interact and provide assistance to patrons (students, faculty, staff, and guests) in identifying, locating, and accessing information on-campus and online;

- Develop, teach, and assess information literacy in various environments at various college locations including one-time visits to classes and in-person or online presentations;

- Assist faculty with the integration of library research and information retrieval skills in their courses both face-to-face and in the course management system;

- Design and update guides (online/electronic and print) to improve access and use of information including, but not limited to, the navigation of databases, style and format guides, subject and course-specific guides, copyright, and plagiarism;

- Perform copy cataloging and original cataloging of print and electronic resources for patron accessibility;

- Create an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff;

- Encourage the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community;

- Maintain active memberships in professional organizations;

- Remain current in professional practices and developments, information technologies, and educational research applicable to school library programs;

- Carry out special projects promoting the library and its resources;

- Serve as person in charge in the absence of the Director; and
· Perform other related tasks as required.

Qualifications:

A master’s degree from a program accredited by the American Library Association (or from a master’s level program in library and information studies accredited or recognized by the appropriate national body of another country) is the appropriate professional degree for school librarians.

Required Minimum Qualifications (mandatory):

· Knowledge of and experience in using appropriate resources, including electronic, for locating information effectively and quickly;
· Effective oral and written communication skills;
· Ability to interact effectively and professionally with students, staff, and faculty;
· Consistently demonstrate the highest levels of integrity and professionalism;
· Computer literate;
· Ability to work independently as well as part of a team; and
· Commitment to staff diversity, learning, and development.

Preferred Qualifications:

· Ability to design and deliver instruction in formal workshops and informal one-on-one settings;
· Demonstrated interest in using emerging technologies and software to create solutions that address the evolving information needs of traditional and nontraditional students;
· Experience with original and copy cataloging; and
· Must have a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Required Knowledge, Skills, and Abilities:

· Excellent written, oral presentation, and interpersonal communication skills.
· Excellent organization, planning, and prioritization skills are essential.

Reports to:

Director of Library Services.

Working Environment:

Library, office, classroom, and/or online environment. Position requires ability to communicate and exchange information. The assignment may include day and/or evening shifts on campus and/or at off campus locations. This position will require occasional travel between the main campus and the extension sites.

Compensation: Compensation will be commensurate with education and work experience.

Rev. 1/3/20
Application Instructions:
Submit documents to:
Central Louisiana Technical Community College
Human Resources
Attention: Librarian (Alexandria)
yalandataylor@cltcc.edu
Position open until filled

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status, or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA Section 504 Coordinator:
Human Resources Director (318) 487-5443 ext. 1154
516 Murray St.
Alexandria, LA 71302