



**INTENT TO EMPLOY**

Posting Date: April 9, 2018

Closing Date: April 23, 2018

**POSITION: Librarian**

**POSITION AVAILABLE: May 2018**

**REQUIRED QUALIFICATIONS:**

- Master's Degree in library studies from an ALA-accredited program
- Three years of full-time experience in a library
- Effective written and oral communication skills

**PREFERRED QUALIFICATIONS**

- Experience working with integrated library systems
- Experience with circulation, collection development, and acquisitions
- Experience with managing electronic resources
- Experience with cataloguing
- Knowledge of Banner or equivalent educational database

**SALARY SCHEDULE PLACEMENT:** Range of \$51,826 - \$101,379, based upon the Alabama Community College System Salary Schedule D1-1A to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in the application packet.

**JOB DUTIES AND RESPONSIBILITIES:**

- Interact and provide assistance to patrons in identifying, locating, and accessing information on-campus and online in the day or evening hours on any Shelton State campus or instructional site
- Participate in the instruction of patrons in the use of library resources and services
- Assist patrons with reference questions
- Provide library services in the day and evening on any campus or instructional site of the College
- Assist in the library collection development process by reviewing, evaluating, and recommending new materials as well as evaluating and weeding materials (print and non-print)
- Assist in the cataloguing, classifying, and organizing of learning resource materials to assure maximum accessibility and usefulness
- Participate in the development and management of the library budget
- Assist in training and supervision of full and part-time library support staff
- Demonstrate effective communication skills, customer service skills, and work ethics
- Participate in institutional and departmental planning and assessment processes
- Participate in annual planning and evaluation sessions in support of the College's vision, mission, and institutional goals and objectives
- Participate in college events and functions
- Participate on division/college committees, teams, and task forces
- Keep abreast of current trends and new professional techniques in the field of library service
- Comply with policies of the Alabama Community College System and the College

- Serve on College committees as required
- Participate in professional development, compliance, performance excellence, and training activities as required
- Perform other duties as assigned by supervisor

**APPLICATION PROCEDURES:** Shelton State Community College employment announcements and applications are available at [sheltonstate.edu](http://sheltonstate.edu) or by contacting the Office of Human Resources at 205.391.2272 or [hr@sheltonstate.edu](mailto:hr@sheltonstate.edu). The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense.

**APPLICATION REQUIREMENTS:** A completed application packet consists of:

- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position
- ✓ A hand signed Shelton State Community College employment application
- ✓ A current resume
- ✓ A copy of all postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.
- ✓ Employment verification letter(s) detailing all relevant experience. Employment verification letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature. If an employment verification cannot be obtained due to a legitimate reason, an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. Work experience verification from current employer may be delayed until an official offer of employment. Applicant must make this request in the form of a statement on a separate document.

**Application materials must be mailed, emailed, or hand delivered to:**

Office of Human Resources  
Room 3605  
Shelton State Community College  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405

**No faxed applications will be accepted. If you have questions, please call 205.391.2272.**

**APPLICATION DEADLINE:** The deadline for submitting all application materials to the Office of Human Resources is **April 23, 2018 at 5:00 p.m.** Incomplete or late application packets will eliminate the possibility of an interview.

**EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:**

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.