



VACANCY NOTIFICATION
PART-TIME LIBRARIAN

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was a finalist for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the state-of-the-art, award-winning Glen Gabert Library Building.

Hudson County Community College invites applications for a Part Time Librarian. Reporting to the Dean of Libraries, the PT Librarian provides research services and teaches information literacy skills to faculty and students both individually and in group settings in multiple formats at multiple locations. Prime candidates will be passionate about information literacy and have the desire and demonstrated ability to work with and teach a diverse student population in both virtual and physical reference environments, and classroom settings. A collaborative, entrepreneurial mind-set, team orientation and flexible schedule is essential, as well as availability to work either campus library. Specific hours to be determined according to Library service needs and in consultation with the successful candidate.

Responsibilities:

A part time librarian provides support, assistance and instruction to patrons of the Library through onsite, telephone and electronic communications that are customized to meet the needs of individual patrons needs. The librarian answers a wide range of complex reference inquires and provides patrons with information on the Library's and College's facilities and services. The librarian works with patrons to locate appropriate resources and instructs students how to best use various sources of information while remaining impartial and nonjudgmental in handling queries. Additionally the librarian provides readers' advisory service to all patrons. The individual also assists the professional staff in the selection and evaluation of electronic and print reference sources. The librarian also provides instruction in the classroom or individually in developing search skills to databases and the effective use of electronic devises to patrons. The librarian prepares bibliographic and users guides to resources as assigned. The supervisor will assign specific subject areas of the collection to collect and deaccession items to insure its currency. The librarian will be called upon to supervise and train support staff and student workers in Library operations to ensure quality patron service.

QUALIFICATIONS:

A master's degree from an accredited ALA institution with a year's experience in teaching information literacy is required. A second subject masters is helpful.

Broad knowledge of the theories, principles and techniques of librarianship required with the skill on the use of relevant integrated library systems. Comprehensive understanding of the organization, management dissemination and preservation of information in all formats required. Effective verbal and written communication skills required. Bilingual abilities a plus. Computer proficiency also required. Will be required to perform other Librarian tasks as needed and be flexible with work schedule and assignments as needed. Should be willing to be assigned to either campus as needed.

To Apply: Send letter of application with references, resume, and salary requirements via email to:

Jennie Pu, Dean of Libraries

E-mail: jpu@hccc.edu

For additional information and employment opportunities at HCCC, please visit:

www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER

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