



## **Position Vacancy Notice**

### **Director of Library Instruction**

**Posting Date: 04/13/2021**

### **Internal Candidates**

#### **College Overview**

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC students were born in 119 countries and speak 29 different languages. The diversity and the multitude of our community's cultures, life experiences, skills and aspirations, are the very values and traits that empower us to be productive and caring members of our society.

HCCC embodies an unwavering commitment to student success and an intentional focus on diversity, equity, and inclusion. In 2019, the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) was instituted to develop new levels of understanding and access and advance the College's commitment to transparency and inclusion. We are proud of the differences we share, which are the foundation for the life changing and transformational education we offer and the social mobility we provide to the communities we serve.

HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking. 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 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 one of just five finalists in the U.S. 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 Conference Center, in 2012 for the North Hudson Campus, and in 2015 for the award-winning Gabert Library. In 2016 the Gabert Library was one of three academic libraries in the United States to receive the Excellence in Academic Libraries Award from the Association of College and Research Libraries (ACRL), and in 2019 the Tutoring Center received the Frank L. Christ Outstanding Learning Center Award for Two-Year Institutions. In 2019, the College joined Achieving the Dream as part of its expanding effort toward continuous improvement in student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education. Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

#### **Department/Division Introduction**

Academic Affairs/ College Libraries

#### **Position Summary/Job Description**

Reporting to the Dean of College Libraries, the Director of Library Instruction plays an essential role in the Library Management Team. This position has primary responsibility for ensuring the Libraries meets the curricular needs of the college, in both information literacy and collection development. The successful candidate will demonstrate an ability to conduct extensive outreach to faculty and build upon the success of the library's current instruction program.

### **Major Responsibilities**

- Lead and direct in the collaborative design, delivery, and assessment of instructional services (both online and in person) and coordinates the teaching activities of the library.
- Supervise, train, mentor and support full time and part-time Librarians.
- Maintain class instruction schedule.
- Coordinate library liaison assignments to academic departments.
- Develop and implement library outreach programs to better engage faculty members in the use and application of information resources.
- Create new initiatives that respond to trends in teaching and learning.
- Collect documentation and statistical information in library instruction.
- Assign, direct, and supervise collection development activities by Librarians in collaboration with Dean of Libraries.
- As a campus citizen, participate in library and college-wide committees.

### **Required/Minimum Qualifications**

- Master's degree from an ALA-accredited library science or information science program.
- At least five years' experience in an academic library.
- Minimum 2 years of progressively increasing supervisory experience.
- Knowledge of instructional design and principles of learning.
- Knowledge of information literacy best practices in strategies, methodologies, trends and practice within academic libraries.
- Experience with assessment of library instruction services and activities.
- Excellent communication, collaboration, outreach and customer service skills.
- Experience with integrated library systems (Koha preferred), library databases, Springshare products and commonly used library technologies.
- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

### **Preferred Qualifications**

- Previous community college experience.
- Experience in a multi-campus academic setting.
- Experience with OER and/or knowledge of copyright, permissions, fair use and appropriate attribution of CC licensed materials.

### **Applications**

For full consideration please send resume, cover letter, salary expectations and a list of three professional references in a single PDF to libraryjobs@hccc.edu, subject line Director of Library Instruction. Only applicants who follow this format will be considered.

**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 equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans and minorities are encouraged to apply.

**Take Survey**