

**Position Announcement**

**August 2017**

**Position:** Professional Librarian **Application Deadline:** until filled

**Position status:** Part-time

**Position description:**

Provide reference services utilizing a variety of information resources with an emphasis on computer and Internet research applications. Provide library class instruction and orientation sessions in the use of library resources and services with an emphasis on GALILEO databases. Oversee circulation and patron database operations. Administer user surveys, tabulate library usage statistics, and assist with other quantitative measures for tracking library use. Assist in the development and maintenance of library training materials. Assist in the selection and processing of new library materials. Assist in supervision of part-time library assistant. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.

**Location / Work Schedule:**

The College is seeking to fill a part-time position at the Macon campus. This position will have a work schedule comprised of afternoon and evening hours. Exact times and days not yet determined. This is a part-time position, eligible to work up to 19 hours per week based on department need during the academic term only.

**Minimum Qualifications:**

* Master degree in Library and Information Science from an American Library Association (ALA) accredited institution
* Demonstrate excellent verbal and written communication skills.
* Microsoft Office proficiency.

**Preferred Qualifications, in addition to minimum qualifications:**

* Library work experience in a post-secondary environment
* Knowledge of library circulation, cataloging and computer applications
* Knowledge of Banner Information Systems
* Ability to work independently
* Strong commitment to public service

**Salary / Benefits:**

This position is a gross hourly paid position, the hourly rate is determined by the candidates highest qualifying degree. Part-time positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center.  A completed application packet consists of the following:

* A completed CGTC online application
* Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
* Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
* Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
* Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts.  Educational credentials, degrees, or coursework cannot be considered without transcripts.  Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

**All applicants are subject to the following applicable pre-employment screenings:**

|  |  |
| --- | --- |
| Criminal History Records  | Motor Vehicle Records  |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records  | Credit History Records |
| Psychological Screening | Medical Examination |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.