# Librarian

# Baton Rouge Community College

**Salary**

$2,694.00 - $5,304.00 Monthly

**Location**

Baton Rouge, LA

**Job Type**

Unclassified

**Department**

Baton Rouge Community College

**Job Number**

BRCC06252019-LP

**Closing**

Continuous

**Description**

**Supplemental Information**

Baton Rouge Community College (BRCC) seeks to fill the position of Librarian.  The Librarian is located in the Library.  This is a full-time, twelve-month, position and is open for recruitment until filled.    
  
**REPORTS TO:**   
Associate Dean, Learning Resources Center/Associate Professor Library

**COMPENSATION**:   
Anticipated starting salary will be commensurate with education and work experience.  For more information about Baton Rouge Community College (BRCC),  visit <http://www.mybcc.edu/>.   
  
**APPLICATION INSTRUCTIONS**:   
Applications for this position should include a cover letter, resume, transcripts, and names of contact information for three (3) work-related references.

**\*\*Incomplete applications will not be considered\*\***

**CONTACT INFORMATION:**    
Lisa Parker, Talent Acquisition Consultant   
Office of Human Resources   
Baton Rouge Community College   
201 Community College Drive   
Baton Rouge, LA 70806  
[hr@mybrcc.edu](mailto:hr@mybrcc.edu)

A criminal background check will be required of all selected applicants.  An offer of employment is contingent upon passing a pre-employment background check.    
  
This organization participates in the E-Verify program.  For more information on E-Verify, please contact DHS at (888) 464-4218.   
  
BRCC does not discriminate on the basis of race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran's status in its programs and activities and provides equal access to its programs and activities.

**Qualifications**

      Evaluate library instruction activities and compile, analyze, and report relevant statistics

      Experience teaching college level courses, i.e. Freshman Orientation and Bibliographic Instruction;

      Experience with SirsiDynix and OCLC library automation

      Experience in the ACRL information literacy framework

      MLIS degree or equivalent from an ALA accredited college or university;

      Demonstrated teaching ability;

**Job Concepts**

Academic reference librarians provide general and specialized reference services to students, faculty, and other library users through in-person, telephone, email, and online chat transactions. They create and assist in the provision of outreach opportunities; collaborate with colleagues and faculty to develop, promote and provide learning opportunities that support information literacy. Academic reference librarians provide library bibliographic instruction and teach the LIBS credit course on a rotating basis; participate in collection development for print and electronic materials; travel to BRCC sites in the Baton Rouge community and surrounding parishes for the extension of library support and outreach. Librarians report to the Associate Dean of Libraries. Includes evenings and weekends.  
  
  
60%     Academic Librarianship

      Maintain performance standards and pursue goals, objectives, and activities that promote the mission of the college;

      Clarify information queries to adequately provide user needs through the research process and assist in effective search strategies;

      Schedule and conduct bibliographic instruction sessions, and workshops in an effort to instruct users in various methods of information retrieval;

      Participate in all aspects of professional library service. Activities to include: selection, acquisition, organization, and dissemination of information;

      Serve as Library Liaison through collaboration with faculty in the development of a collection of resources that supports the programs of the college. Also, provide subject specificity to information seeking students;

      Teach the LIBS 1011 one-hour credit course;

      Maximize the use of technology through use of computers, and other technological resources available in the library as appropriate;

      Utilize assessment of patron outcomes to improve library services;

      Create a library environment in which all patrons are treated with equitably and respect;

      Assist with the supervise library student workers;

      Create, develop, provide, and evaluate training and instruction to students, faculty and staff in the effective use of electronic and print information resources using electronic classroom technology;

      Serve on college task forces or committee(s);

      Keep abreast of change and trends that impact the profession through literature and  involvement in professional organizations that will influence library faculty in training, operational performance and acquisition of knowledge of new technologies;

      Travel to other BRCC sites to offer library services, resources and instruction;

      Perform other related duties as assigned.

10%  Administrative

      Assist  with training and supervision of student workers

      Assume responsibility for decision making on distinct departmental policies and procedures

      Assess student learning in accordance with college policy (LIBS 1011 course)

      Attend all departmental, general faculty, and chancellor meetings.

      Participate in faculty evaluation process

      Adhere to professional standards of conduct

      Attend convocations and participate in graduation exercise (attired in appropriate academic regalia)

       Utilize assessment of library patron outcomes to improve library service

15% Service to the college

      Contribute to the college and your discipline by collaborating with others and offering your service to the college

      Serve as library liaison through faculty collaboration

      Promote outreach through library programing for college and the local community at large

 10% Professional Development

       Engage in continual professional development activities as related to trends that impact the library and information profession through literature, and involvement in professional organizations that will influence library faculty in training, operational performance and acquisition of knowledge of new technologies.

5% Other duties as assigned                                            

**Agency**

State of Louisiana

**Address**

For agency contact information, please refer to  
the supplemental information above.   
Louisiana State Civil Service, Louisiana, 70802

**Phone**

(866) 783-5462

**Website**

<http://agency.governmentjobs.com/louisiana/default.cfm>

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