

## POSITION VACANCY

HUMAN RESOURCES  
DEPARTMENT  
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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

## Reference Librarian Part-Time

**Posting Date:** October 23, 2009

**Location:** May be assigned to any GTCC campus as need dictates.

**Appointment Period:** Contracts for regular positions are renewable each June 30<sup>th</sup> after successful completion of probationary period.

**Contact Information:** Human Resources

**Summary:**

Responsible for assisting users in the identification, location, and use of the library collection, in all formats. Provides information literacy instruction to individuals and classes. Provides handouts and guides. Manages the GTCC Archive collection. Provides service desk assistance. Provides in-depth as well as quick information retrieval services on a one-to-one basis, in a classroom or seminar setting, on the telephone, or by way of email. Assists customers in the use of the library's computerized and print resources. Assists customers in finding information on the public Internet. Provides library instruction on a one-on-one basis as well as to classes. Assists customers in other computer-related activities, e.g., document preparation, email, or multimedia. Ability to travel to and serve at other GTCC library locations if necessary. Ability to work some scheduled evening and Saturday hours.

**Qualifications:**

Master's degree in library science from an A.L.A.-accredited institution. Broad knowledge of reference materials in all formats. Previous coursework in academic librarianship and reference/information services preferred. Experience and training in reference service, online searching and library instruction. Knowledge of library materials including electronic and print resources. Effectively communicate orally and in writing. Demonstrable ability in library instruction in a classroom setting. Ability to use standard computer software such as MS Word and Excel. Enough knowledge of personal computer hardware and software to perform simple, ad hoc troubleshooting.

**Application Deadline:** Open until filled.

**How to Apply:** A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. \*If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript. Application for Evaluation is available at International Education Evaluations, Inc.

**ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!**

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE