



Technical Professional – Access Librarian – 400630

Start Date:	Fall Semester 2015
Location:	Red Rocks Community College, Lakewood, Colorado
Compensation & Benefits:	\$47,000 – 51,700/annualized. RRCC also offers a comprehensive benefits package. Details at http://www.rrcc.edu/human-resources/benefits-information .
Application Close Date:	Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on September 04, 2015.

Summary

This position exists to manage the essential functions of the Access Desk and the library's electronic resources.

Responsibilities

Supervise Access Desk: Hires, trains, schedules, and supervises 10-12 student library assistants. Writes, revises, and implements circulation policies and procedures. Manages course reserves textbook service. Maintains and expands the collection of electronic equipment provided for checkout, including laptops, tablets, and e-readers. Collaborates with campus IT to ensure public computers, printing, and other services are working smoothly.

Electronic Resource Management: Maintains student, faculty, and staff library accounts and data that provide access to resources as well as library-specific data in the college accounting system. Coordinates negotiation, purchase, and continued subscription of electronic resources. Liaises with faculty to ensure electronic content coverage in all areas of the curriculum. Communicates with consortia and vendors to negotiate pricing and to troubleshoot and resolve technical issues.

Reference and Web: Provides Access Desk coverage as well as reference services via multiple communication modes. Creates user-centered web content related to major job duties for the library's web presence.

Planning & Assessment: Participates in the planning and development of library operations, including pursuing professional development opportunities related to major job duty areas, coordination of services, and in the curricular life of the college. Collects, analyzes, and synthesizes data and statistics in major job duty areas to set and measure personal and team goals.

Service to Team & College: Represents the library at campus events and by serving on committees and other official groups.

Qualifications

Minimum Qualifications:

- Master's in Library Science or Library & Information Science
- Knowledge of contemporary best practices in academic libraries
- Familiarity with mobile computing devices (i.e., laptops, iPads, e-readers)
- Commitment to excellent customer service
- Excellent verbal and written communication skills

Preferred Qualifications:

- Reference/public service experience in an academic library
- Experience hiring, training and supervising student employees
- Experience managing course reserves OR knowledge of textbook publishing practices
- Experience with virtual reference, i.e., staffing IM/text reference service

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application (**Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of "see resume" will not be considered.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

Red Rocks Community College | Position Announcement

Red Rocks Community College
13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. Bill.Dial@rrcc.edu

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.