



## **Part-time, Variable Hour – Library Instruction Assistant – Library Services**

**Department: Library Services**

**Position Title: Library Instruction Assistant**

**Position Type: Part-time, Variable Hour**

Red Rocks Community College is seeking a part-time Library Instruction Assistant!

Connect daily and make a difference in the lives of thousands of students working to earn an Associate's, Bachelor's, or a Master's degree at Red Rocks Community College (RRCC). RRCC has two campuses: our main campus in Lakewood, Colorado and our newly expanded campus in Arvada, Colorado. Red Rocks is Colorado's premier community college and the fourth largest in the state, serving over 15,000 students each year. RRCC is the first community college in the nation to offer a Master's degree in Physician Assistant studies and the first in Colorado to offer a Bachelor's degree in Water Quality Management.

This position is located on the 140-acre, beautifully landscaped, Lakewood main campus, high in the foothills, with views looking along the Front Range to Boulder and beyond. Just minutes from downtown Denver, with dedicated RTD light-rail and bus stops, commuting is quick and easy. At Lakewood, RRCC offers employee access to an on-campus coffee shop and cafeteria, an on-campus children's center, health clinic, recreational facilities, and a brand new 38,000 square foot recreation center, complete with climbing wall, a large gym with basketball courts, state of the art fitness equipment, and full locker rooms to make your transition back to work easy and efficient.

## **Job Summary:**

The Library Instruction Assistant provides research help and staff coverage, teaches library instruction sessions, and works on special projects at RRCC's Lakewood and Arvada campuses. This position requires a non-traditional work hours, including one weekday evening (until 9:00 pm, Mondays-Thursdays) and occasional Saturdays (8:00 am – 4:00 pm). The Library Instruction Assistant reports to the Instruction Librarian.

## **Essential Functions:**

- **25% of time** – Teach library instruction to various disciplines on an ongoing basis
- **25% of time** – Provide research help (reference) to RRCC students, faculty, and staff in-person and by telephone, email, videoconference (Zoom), and instant message (AskAcademic)
- **20% of time** – Collaborate with Instruction Librarian to create curriculum materials, including research guides, assessment tools, and tutorials
- **20% of time** – Assist with other special projects, events, and outreach activities
- **10% of time** – Support general library operations, including helping student workers with daily tasks

## **Qualifications:**

### **Required:**

- Bachelor's Degree
- Must be currently enrolled in or has completed a LIS degree

### **Preferred:**

- Coursework or professional experience in library reference;
- Coursework or professional experience in library instruction;
- Experience with learning management systems;
- Experience with video editing and production;

- Experience generating posts and editing social media content in a professional capacity;
- Experience with data analysis and interpretation;
- Experience with event planning and management

## **Job payment information:**

**Rate:** \$20.16/hour

**Paid:** Bi-weekly

**\*Subject to any increase in the 2021-2022 initial salary placement schedule**

## **How to apply:**

[Click here to apply for this position!](#)

For questions about this position, please contact **Julia Bordeaux** at [Julia.Bordeaux@rrcc.edu](mailto:Julia.Bordeaux@rrcc.edu).

For questions about Variable Hour, part-time employment in general, please contact Bob Miller at [Bob.Miller@rrcc.edu](mailto:Bob.Miller@rrcc.edu).

This position will remain open until **noon, 7.1.2021**.

## **Title IX, Diversity and EEO Statement:**

*Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.*

*Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.*

*RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title*

*IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email [arnie.oudenhoven@rrcc.edu](mailto:arnie.oudenhoven@rrcc.edu) or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 [deborah.houser@rrcc.edu](mailto:deborah.houser@rrcc.edu). 13300 West Sixth Avenue, Lakewood, CO 80228.*

*You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.*

*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.*

*RRCC conducts 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 303.914.6494.*