Southeastern Community College
EMPLOYMENT OPPORTUNITY

Assistant Librarian

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Purpose and Function
Under the general supervision of the librarian, the assistant librarian performs a variety of tasks to support the institution by maintaining all required institutional documentation, maintaining the college archives, supervising the college help center/online FAQ’s and assisting in the operation of the college library.

Minimum Requirements for the Position

1. Masters degree from a regionally accredited institution in Library Information Science or Master’s of Library Science from an ALA accredited institution
2. One or more years of academic library experience using the Library of Congress Classification System
3. Supervision of employees in an academic library setting
4. Library instruction involving reference and research assistance

Preferred Requirements for the Position

1. Community college library experience
2. Experience with the North Carolina CCLINC Consortia
3. One or more years of experience working with the Library Management System, SIRSI-Dynix
4. Experience working with the IntelliResponse software for the Help Center

Skills and Abilities

1. Organizational and creative problem solving skills
2. Ability to work independently and in a team environment
3. Knowledge of digital and online techniques and services applicable to archiving special papers and collections
4. Knowledgeable of databases and diverse computer skills
5. Detailed oriented
6. Willingness to understand and adapt to new ways of using technology
7. Excellent oral and written communication skills
8. Ability work well with faculty, students, staff, and other patrons
9. Willingness to participate in training and other professional development activities
10. Ability to lift packages of library materials and shelve materials

Excellent references from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience and labor market. This position is to be filled by April 15, 2016.

A completed Southeastern Community College application form, a resume, and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for applications is 3/31/16. Applications received after this date may not be considered.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P. O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310.

An Equal Employment Opportunity/Affirmative Action Employer