



Please Note: If you are applying for more than one position, please submit a separate, complete application

INTENT TO EMPLOY

Date: September 15, 2021

Position: Part-time Evening Librarian – Jefferson Campus

Minimum Qualifications:

1. MLS degree from an ALA accredited library program **required**.
2. Prior library experience **required**; academic experience **preferred**.

Primary Purpose:

Coordinate the activities of the learning Resource Center during evening hours including but not limited to circulation functions and reference services to students, faculty, and other members of the campus community.

Job Functions:

1. Responsible for circulation functions including circulation of print, audiovisual, and reserve materials during evening hours.
2. Provide general reference services as part of evening Circulation desk duties.
3. Assist the campus librarian and assume any additional responsibilities as delegated.

Salary: Salary is based on 19 hours per week. Hourly rate is \$18.92.

Application Deadline: 4:30, September 29, 2021

Application Procedure: A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the “Minimum Qualifications” section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the “Minimum Qualifications” section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Remember **that the work experience verification completion is your responsibility**. Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

“EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED”

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.**