



# BISHOP STATE COMMUNITY COLLEGE

## Position Announcement

Posted Date: September 5, 2017  
Closing Date: October 3, 2017

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### Position: Library Media Specialist

#### Minimum Qualifications:

- Bachelor degree in Library Media and/or related field degree from an Alabama Library Association accredited institution or three (3) years of experience in academic libraries.

**Campus:** Carver

#### Required Knowledge, Skills, and Abilities:

- Knowledge of Library of Congress Cataloging rules.
- Knowledge of circulation, serials, reference, technical services, cataloging, and public services functions.
- Proficient in Microsoft Office.
- Must be knowledgeable of office equipment (i.e. LCD Projector and Screen, Fascimile, Laminator, video equipment, etc).
- Ability to teach Bibliographical Instruction, Library Orientation, and In-Depth Internet Research to students and faculty.

#### Major Duties and Responsibilities:

- Administer Activity I of Title III Grant in relation to the Learning Resources Center.
- Supervise all operations of the Learning Resources Center.
- Orders, receives, and catalogs all resource materials.
- Plans, develops, and implements workshops to train faculty in computer assisted instructions and other new technologies for delivery of instruction to students.
- Ensures holdings are current.
- Periodically weed holdings to keep up-to-date.
- Attend workshops and conferences to keep abreast of changing trends in library media resources.
- Prepare reports and correspondences as required by the Director of Library Services and Title III Officials.
- Perform other duties as assigned by the Director of Library Services.
- Video graphs various college related events maintaining a copy in library archives, not relinquishing other duties to Learning Resource Center.
- Maintain library budget.
- Supervise paraprofessionals and student assistants.
- Apply basic knowledge of library automation systems.

**Salary:** Salary level will be determined by educational attainment level and years of applicable experience according to the Alabama Community College System D1 Salary Schedule.

#### Application Procedure:

Position announcements and employment applications are available at [www.bishop.edu](http://www.bishop.edu) and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to [humanresources@bishop.edu](mailto:humanresources@bishop.edu). Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. **Only complete application packets will be given consideration for employment.**

#### A completed application packet consists of:

- Completed Bishop State Community College employment application (must be signed)
- Letter of interest with reference to the position announcement
- Current resume
- Unofficial Transcripts

- *Verification of Work Experience* form for directly related work experience from current and/or previous employers (form included as last page of application) **and/or** letters from current and/or previous employers verifying directly related work experience (letters must include employment dates, job title, full-time equivalent, and must be on company letterhead and signed by authorized personnel). If minimum qualifications on position announcement indicate an amount of required experience, verification of work experience to support such requirement must be submitted.

**Application Deadline:**

A complete application packet must be received in the Office of Human Resources no later than **Tuesday, October 3, 2017 at 5:00 pm**. In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

**Other Information:**

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.