

LIBRARY SPECIALIST III
(Working Title: Reference Librarian)
*****WAGE/HOURLY*****

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 19,000 credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants the position of Library Specialist III, pay band 5. This position will be assigned to Library and Information Services, Downtown Campus, 700 E. Jackson Street.

TYPE OF APPOINTMENT:	Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week, not to exceed 1,500 hours annually.
DUTIES:	The Reference Librarian provides in person, email, and virtual reference services and related services through the use of print materials, internet and digital databases for students, faculty, staff, and community members. The Reference Librarian provides information literacy instruction, exercises, and research guides for students and faculty. The Reference Librarian recommends books, periodicals, and electronic databases for selection or de-selection to maintain and develop the collection for curricular support. The Librarian performs other duties and special projects as needed and assigned; some evening and weekend shifts may be required.
QUALIFICATIONS REQUIRED:	Considerable knowledge of and experience in providing in-person, email, and virtual reference services and assisting a diversified user group in using both print and electronic library resources. Knowledge of evaluating and recommending books, periodicals and electronic databases for selection or de-selection. Demonstrated ability to provide effective information literacy instruction. Demonstrated ability to operate a personal computer using Microsoft Office; and to communicate effectively, orally and in writing, with a diverse population. Demonstrated ability to provide a high level of customer service; and to complete special projects as assigned and work as a team member. Master's degree in Information and Library Science from an American Library Association accredited school is required. Selected candidate must be able to pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Current work experience in a community college setting is preferred.
STARTING SALARY:	Approximate starting hourly rate, \$21.10- \$24.91 per hour, based on related experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through January 19, 2018.
APPLICATION PROCESS:	To apply for this or any other Reynolds position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com .
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: eduncan@reynolds.edu

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.