Employment Opportunity

Instruction Librarian
CR12-12 (Tenure Track Position)

College Web Address: www.cabrillo.edu

Application Deadline: Tuesday, March 12, 2013

Starting Salary Range: $50,068 to $76,801 per year, placement depending on education and experience; maximum initial salary step placement on the faculty salary schedule is step 9. Cabrillo College provides a doctoral stipend of $3,343 per year for eligible contract faculty.

Benefits: Cabrillo College currently provides a benefit stipend that employees apply towards their benefit selections for medical, dental, life and long-term disability insurance.

Days Per Year: Faculty enjoy a 175-day work schedule.

Beginning Date: Position scheduled to begin Fall semester 2013, pending funding and Governing Board ratification. Assignment may include distance education courses and may be at various campus locations; days, evenings, and/or weekends.

About Cabrillo College

Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves over 14,000 students. Cabrillo College transfers many of its students to three nearby universities – the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo’s career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay Area. Cabrillo focuses on student-centered learning and has a tradition of collegial governance. At Cabrillo’s Watsonville Center, a Green Technology Center opened in Fall 2012 and serves as a teaching facility, built to platinum-level Leadership in Energy and Environmental Design (LEED) standards. Construction is currently underway in renovating classroom facilities based on a five-year federal grant from the Department of Education, specifically geared towards program development at Hispanic-Serving Institutions for science, technology, engineering and math.

Faculty at Cabrillo College have a long history of shared governance and participation in all levels of decision-making at the college. Cabrillo provides an opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.
About the Community
Santa Cruz County is located on California’s Central Coast, 65 miles south of San Francisco and 35 miles north of Monterey. Santa Cruz County boasts a rich cultural life and numerous recreational opportunities and residents enjoy a Mediterranean climate amid redwood forests, sparkling beaches and rich farmland.

Approximately 33% of Cabrillo College students are from underrepresented populations, with 30% Hispanic or Latino. To increase outreach to this population, Cabrillo established a center in Watsonville, where Hispanics and Latinos are 80% of the population. This population is the fastest growing group in Santa Cruz County. The college is particularly interested in candidates who possess academic or life experiences that enhance teaching in a multicultural context.

Local cultural highlights include numerous performing arts events, and museums and galleries throughout the area which showcase the work of artists in every medium. A number of annual events celebrate the area’s ethnic and cultural diversity. For more information, visit the Santa Cruz County website at www.scccvc.org.

About the Department
The Robert E. Swenson Library is a thriving student center, providing an ideal setting for a dynamic information professional. The library provides a rich collection of resources and services used by thousands of students every week, and is continuously evolving to respond to opportunities and changing student and faculty needs.

Currently there are two full-time faculty librarians, ten part-time faculty librarians, and five classified staff members who work with the library director to create and deliver the library’s programs and services. The library is committed to providing access to quality online and traditional information resources as an integral part of the college curriculum. Please visit the library website at http://www.cabrillo.edu/services/library.

Position Description
Primary responsibilities include:

- Primary participation in the delivery of a robust course-related instruction program for students in numerous courses across campus, during all instruction hours and at all instruction locations.
- Coordination of formal and informal library instruction programs, working in partnership with library faculty and the library director.
- Participation in the delivery of instructional reference services in a rapidly changing information environment.
- Participation in the development of the library’s collection by serving as a liaison for specific programs and subject areas at the college.
- Participation in the design and creation of web-based instruction and information tools.
- Participation in library-wide committees and professional development opportunities.
- Taking an active role in shared governance through campus-wide committees.

Note: Assignments may be at various campus locations, days and/or evenings and/or weekends.
Qualifications

Required Education from a U.S. Department of Education recognized accredited organization and licensure qualifications:

* Master’s in library science, or library and information science
  OR
  The equivalent
  OR
  A lifetime California Community College Instructor Credential in library science.

*Note: Graduate students currently working on a Master’s degree are encouraged to apply, with the understanding that the degree must be completed and confirmed by July 1, 2013.

Equivalency

Candidates without the specified degrees listed above must complete and submit an Application for Equivalency Determination. Additionally, candidates must provide documentation, as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information and application for equivalency forms may be obtained at www.cabrillo.edu/services/hr/apps.html.

Required Professional Expertise:

1) Knowledge of and commitment to the community college philosophy.
2) Effective oral and written communication skills.
3) Demonstrated ability to teach the use of information tools including the library catalog, online databases, and Internet sources (teaching demonstration will be part of the interview).
4) Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
5) Ability to work cooperatively with others.

Required Discipline Specific Requirements:

1) At least two years’ experience providing reference/information services, preferably in an academic library.
2) Strong demonstrated ability to access and use current online information tools.
3) Demonstrated ability to design and create web-based library materials.

Desired Qualifications/Performance Expectations:

1) Bilingual in Spanish/English

Selection Process

A committee will review complete applications. Meeting minimum qualifications does not ensure an interview. Therefore, it is critical that candidates submit a detailed and complete application. The application will be used to assess each candidate’s qualifications and determine the possible match between qualifications and the assignment. A limited number of candidates will be invited for an interview slated for mid to late April 2013.

How to Apply

Application forms may be obtained through Cabrillo’s web site: www.cabrillo.edu/services/hr/apps.html OR from the address below:

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR Fax to (831) 477-3545
To be considered, each candidate **MUST SUBMIT:**

1) Completed and signed Cabrillo College Academic Employment Application.
2) Cover letter, which states how the candidate specifically meets the qualifications.
3) Job-related resume.
4) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant):
   - Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
   - Copy of Teaching Credential, front and back (if applicable).
5) Supplemental Application for Equivalency Determination and supporting documentation. (*This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications OR possess and submit copy of a valid lifetime credential.*)
6) Three recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position.
7) A brief (not to exceed two pages, double spaced) statement answering the following: Describe your views on how an effective instruction librarian can meet the rapidly evolving needs of community college students.
8) Criminal History Inquiry Supplemental form.
9) Supplemental Questionnaire for Faculty Bilingual Candidates (if applicable)

*If any of the required materials are not submitted with your application packet, your application will be deemed incomplete and will not be forwarded to the committee for screening.*

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted and cleared, provide current Tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline**

All application materials **MUST** be received in the Human Resources Department by Tuesday, March 12, 2013. (E-mail transmissions and postmarks will NOT be accepted.)

*Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.*