

Part-Time Faculty Pool Substitute Librarian

JOB NUMBER

PT070

DESCRIPTION:

Serving as a substitute librarian, provide reference and public service to students, faculty and staff, utilizing print and electronic resources. Conduct library orientations and perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Master's in Library Science, Library and Information Science **OR** The Equivalent.

Ability: Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

APPLICATION PROCEDURE:

To be considered for this pool, you must submit the following:

1. A completed application form located at www.fhdajobs.net.
(The only form of application accepted)
2. A current resume that details your education and complete work history
3. A cover letter
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
5. Copies of **all** college transcripts

Please note: If you are unable to attach your transcripts electronically, please have them available when interviewed.

Do not: Submit application, resume, cover letter or transcripts in paper form—they will not be accepted.

APPLICATION DEADLINE:

Foothill-De Anza Community College District is establishing a pool of qualified applicants for Substitute Librarian. Applications will be accepted continuously until otherwise noted. Applications will remain on file for two years from the date it is received.

SELECTION PROCEDURE:

Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.

SALARY:

Education and accredited teaching experience determine placement on a non-negotiable part-time faculty salary schedule.