Employment Opportunity
Librarian/Reference
CR05-38 (Temporary, part-time assignments)

Apply by: Wednesday, November 9, 2005 at 4:00 p.m.

An eligibility pool of qualified instructors may be established to fill positions as they may develop. Evening and/or weekend assignments may be made during the fall and spring semesters and during the winter and summer sessions. Qualified persons will be selected depending on college needs and applicant qualifications and experience.

Example of Teaching Assignments

Primary responsibilities include:

1) Participation in the delivery of innovative reference services in a rapidly evolving information environment.
2) Participation in the delivery of a dynamic information competency program to students, faculty and staff at the college. The student population at Cabrillo includes bilingual and monolingual Spanish speakers.
3) Participation in the instruction of library credit courses.
4) Participation in the design and creation of web-based instruction and information tools.
5) Schedule of work will include weekly hours on the reference desk and evening/weekend assignment as needed by the library program.

Qualifications

Required:

1. Meet state minimum qualifications OR equivalent OR possess a lifetime California Community College Librarian credential. (Refer to attachment as it relates to state minimum qualifications and equivalency).
2. Knowledge of and commitment to teaching strategies and methods, which enhance student success at community colleges.
3. Effective oral and written communication skills.
4. Demonstrated ability to teach the courses or perform the duties effectively as described above (a teaching demonstration may be part of the interview).
5. Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
6. Ability to work cooperatively with others.

Additional requirements:
1) Demonstrated ability to access and use library multimedia and Internet tools.
2) Demonstrated ability to teach the use of reference tools including the catalog, online full text resources, and Internet search.

Desirable:
1) Some experience providing reference/information services.
2) Bilingual in Spanish/English.
3) Demonstrated ability to design and create Web-based library materials.
Please Note: To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge and abilities as they relate to the qualifications listed.

Starting Date  Assignment(s) scheduled to begin Spring semester 2006 pending funding and administrative approval.

Salary  939 - $1,441 per teaching unit, per semester, depending on education and experience. Cabrillo College provides a doctoral stipend of $63 per unit for eligible adjunct faculty. Number of classes to be determined; assignments may be at various campus locations; days, evenings, and/or weekends; hours to be arranged.

How to Apply  Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below:

   Cabrillo College, Human Resources Department
   6500 Soquel Drive, Aptos, CA  95003
   Phone: (831) 479-6217
   Fax: (831) 477-3545

   E-mail transmittals and postmarks are not accepted.

*EACH APPLICANT MUST SUBMIT:
  1) Completed and signed Cabrillo College application.
  2) Job-related resume.
  3) One to three recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position.
  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 required.
     ▪ Copy of Teaching Credential, front and back (if applicable).
  5) Supplemental Application for Equivalency Determination. (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) A brief (not to exceed one page), clearly identified, separately attached statement outlining your concept of the community college philosophy and what changes you foresee in how we provide library services and access to information resources for both on-campus and remote students in the 21st Century.
  7) Criminal History Inquiry Supplemental application form.

*If any of the above materials are not submitted with your application packet, your materials 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.

**Selection Procedure**
A search committee will review application materials. On the basis of appraisal of qualifications as documented by application materials submitted, the search committee will invite applicants for interview. If the candidate does NOT possess an applicable community college credential or the specific degree(s) listed on the next page under "State Minimum Qualifications," then he/she MUST provide evidence of equivalency as described under "Equivalency 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 their Social Security card upon hire.

**Application Deadline**
All application materials **MUST** be received in the Human Resources Department by: Wednesday, November 9, 2005 by 4:00 p.m. *(E-mail transmittals and postmarks are not 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.*
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State Minimum Qualifications and
Equivalency Requirements (whichever is applicable)

State Minimum Qualifications
Library Science:
Master’s degree in Library science, Library and Information Science, OR the equivalent.

Equivalency Requirements
Equivalency to an academic degree shall include the same depth of knowledge in the discipline and breadth of general education that is required for the degree to meet the minimum qualifications. Equivalent preparation for employment shall be considered under any one category or any combination of the categories listed below:

a) Degree in related field with equivalent course work in the required discipline as indicated by transcripts and/or thesis subject.

b) Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College).

c) Course work at an accredited institution of higher education AND state-approved continuing education units applicable for maintaining licensure AND/OR an internship for licensure AND/OR equivalent professional or work experience AND/OR equivalent verifiable accomplishments of eminence in the discipline including but not limited to: publications, research, seminars, creative works, professional performances or exhibitions, honors or awards.