

POSITION POSTING

ADJUNCT LIBRARIAN (Sundays/Substitute)

- Position:** Muskegon Community College is seeking qualified candidates for the position of Adjunct Librarian (Weekends/Substitute).
- Qualifications:** MLS from an American Library Association accredited school; commitment to the community college philosophy and information literacy; familiarity with Mel databases, OCLC and Microsoft products such as Word, Access, and Excel; pleasant personality to deal with students and the public; strong commitment to customer service.
- Responsibilities:** Staff the Reference Desk; assist students with questions; supervise 4-6 student workers; some weekday assignments may be assigned; report to Coordinator for Library Services.
- Please see reverse side for Essential Functions.
- Hours:** Variable including weekend hours and substitute assignments 15-20 hours per week; Sunday assignments as well as one or two possible assignments during the week.
- Effective Date of Employment:** As soon as position is filled
- Application Deadline:** Accepted until assignments are filled

APPLICATION INSTRUCTIONS:

A new, completed, and *signed Application Form with résumé and copies of transcripts* must be submitted to the Human Resources Office. Applications will be received until the position is filled. A résumé is not considered an application but a supplement to the application. The College does not return application materials. **To receive an application packet, call, fax, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442; call (231) 777-0698 or fax to (231) 777-0601; e-mail to humanresources@muskegoncc.edu. Applications are also available on our website at www.muskegoncc.edu/hr.**

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need an accommodation or assistance in applying for this position, please contact Human Resources.

ESSENTIAL FUNCTIONS:

- 1. Answer reference questions from students, faculty, staff, and community members regarding book and non-print materials.**
- 2. Assist students in the research process: topic selection, evaluation of sources, and proper documentation of references.**
- 3. Have a strong commitment to customer service.**
- 4. Have excellent technology skills and expertise in database searching and the utilization of Microsoft products including Windows 7, Word, PowerPoint, Excel and Access.**
- 5. Assist students with electronic databases.**
- 6. Present class orientations in the Information Literacy classroom.**
- 7. Supervise student personnel in the Public Services and Information Commons areas on Sundays.**
- 8. Make recommendations for book purchases.**
- 9. Have knowledge of information literacy and promote the concept on the job.**
- 10. Other duties as assigned.**

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.