

POSITION INFORMATION

Position Title	Librarian II - Instructional Librarian
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Friday, July 1, 2022

FOR ADDITIONAL INFORMATION

Contact	Dr. Teresa Mackey
Contact Title	Vice President for Instruction
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6202
Email	tmackey@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- (1) Master's degree in Library and Information Science or Library Science from a regionally accredited higher education institution;
- (2) A minimum of three (3) years experience as a librarian;
- (3) Demonstrated ability to work collaboratively with key constituents to select and promote library information resources;
- (4) Strong commitment to customer resources; and
- (5) Excellent oral and written communication skills.

Preferred Qualifications

- (1) Strong organizational and interpersonal skills; and
- (2) Knowledge of and experience with educational learning management systems, i.e. Canvas.

General Statement of the Function

General Statement of the Function: Coordination and development of the Library instruction program as well as advocating and engaging in information and other associated digital literacies. Primary responsibilities will include, but not limited to: coordinating the library instruction program, creating multi-modal instructional content and research guides, collaborate on instruction and research services programs, assessment of programs, collection development activities, and coordinating ongoing relationships with faculty, students, staff, and administrators.

Duties and Responsibilities

1. Plan and teach library instruction, information literacy classes and/or workshops, both virtual and in person, for students, faculty, dual credit students/faculty, and other patrons;
2. Develop and maintain online research guides;
3. Provide quality reference services to library patrons via in-person and/or virtual reference services, including in-depth research consultations;
4. Encourage faculty participation in the selection of new materials and use of the Library in serving students;
5. Participate in the development and maintenance of various instructional and promotional materials, including tutorials, social media, and other innovative tools;
6. Participate as an active liaison by communicating and developing relationships with faculty in all departments;
7. Participate in the evaluation of instruction/information literacy programs and outcome assessment of sessions;
8. Work occasional evenings and/or weekend hours; and
9. Perform other duties as assigned.

APPLICATION DETAILS

Application Deadline	Wednesday, June 1, 2022
Internal Applications	Thursday, May 12, 2022 - Wednesday, June 1, 2022
External Applications	Thursday, May 12, 2022 - Wednesday, June 1, 2022
Interviews Completed By	Friday, June 10, 2022
Successful Candidate Notified By	Monday, June 13, 2022

WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application). <https://my.eccc.edu/ICS/Employment/>
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Mackey, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, tmackey@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rllee@eccc.edu. *E-Verify