

San José State University - San José, California

POSITION ANNOUNCEMENT

Subject to Budgetary Approval

Dr. Martin Luther King, Jr. Library

150 E. San Fernando Street, San José, CA

Position: Senior Assistant Librarian (Part-time, Temporary)

Salary: Commensurate with experience. Salary schedule can be found here:

<http://www.sjsu.edu/up/docs/salary-schedule-instructional-faculty-2019-20.pdf>

Description of Duties:

While specific duties of the position may vary, expected duties in this position include the following:

- Collaborate with colleagues to develop innovative services in areas such as outreach, marketing, and digital resources.
- Provide quality reference service at the Reference Desk or through online tools during days, evenings, and/or weekends.
- Teach sessions for classes and groups as part of the librarians' information literacy program.
- Perform collection management activities such as selection and evaluation.
- Develop online resources and bibliographic guides.

Minimum Qualifications:

- Master's degree in Library & Information Science (MLIS) from an American Library Association (ALA) accredited institution or its equivalent.
- Demonstrated knowledge of and experience using print and electronic library resources and services in a library setting.
- Ability to work collaboratively with other librarians, support staff, teaching faculty and students in an evolving organization and rapidly changing information environment.
- Excellent oral and written communication skills and interpersonal skills.

Candidate must demonstrate awareness and experience understanding the needs of a student population of great diversity – in age, cultural background, ethnicity, primary language and academic preparation – through inclusive course materials, teaching strategies and advisement.

Eligibility: Employment is contingent upon proof of eligibility to work in the United States.

Application Procedures:

Please email the following items to library-jobs@sjsu.edu:

- Cover letter expressing qualifications and relevant experience,
- A resume/CV of academic preparation, experience, skills and abilities
- Name, telephone number, organizational association of three professional references

If selected for an interview and offered a position, applicants will be asked to provide official transcripts, and three original letters of recommendation.

Positions become available on an ongoing basis throughout the academic year. Applications meeting the minimum qualifications are added to the general pool for consideration. The busiest time of the year at the academic library is February-May and September-December.

Please contact the SJSU Library Human Resources Office at 408-808-2080 if you have questions.

[San José State University](#) enrolls over 35,700 students, a significant percentage of whom are members of minority groups. As such, this position is for scholars interested in a career at a national leader in graduating URM students. SJSU is a Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander (AANAPISI) Serving Institution; 40% of our students are first-generation, and 38% are Pell-qualified. The university is currently ranked fifth nationally in increasing student upward mobility. The University is committed to increasing the diversity of its faculty so our disciplines, students, and the community can benefit from multiple ethnic and gender perspectives.

San José State University is California's oldest institution of public higher learning. Located in downtown San José (Pop. 1,000,000) in the heart of Silicon Valley, SJSU is part of one of the most innovative regions in the world. As Silicon Valley's public university, SJSU combines dynamic teaching, research, and university-industry experiences to prepare students to address the biggest problems facing society. SJSU is a member of the 23-campus California State University (CSU) system.

San José State University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. This policy applies to all San José State University students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose. Note that all San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University's annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the [University Police Department](#) website at (<http://www.sjsu.edu/police>.)