APPLICATION DEADLINE
These positions will remain open through MAY 9, 2013. Applications may be screened throughout the year as instructional needs arise. All applications will be reviewed and applicants will be notified when screening is completed. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

SELECTION PROCESS
Application materials will be evaluated by a selection committee to determine which applicants’ qualifications, based on the information in the job announcement, best suit the needs of the District and the Department. The selection committee will conduct interviews, including a teaching demonstration, in order to determine which applicants best demonstrate the skill and knowledge required for the position. Successful candidates will be placed on an eligibility list for employment and will be contacted for employment opportunities based on the District’s needs.

For application/additional information:
Telephone: (562) 860-2451 x2284
Web Site: http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 4:30 PM (Monday through Friday)*

*During the period 5/21/12 - 8/10/12 the office hours will be 8:00 AM - 4:30 PM Monday through Thursday and the office will be closed on Fridays.

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

Equal Opportunity Employer
5/09/12

CONTINUOUS RECRUITMENT

LIBRARIAN
The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and the District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with

Applications are being accepted to develop a list of qualified candidates for possible part-time assignments in the Library.

LIBRARIAN

PROFILE
The Cerritos College Library serves a diverse student population of over 22,000 studying in the more than 60 disciplines offered at the college. The Library’s resources include 128,000 volumes, 200 periodical subscriptions, numerous electronic databases, a SISRI online catalog, and LibGuides. Librarians work collaboratively with departments across campus to meet the needs of students and faculty. The Library staff includes five full-time librarians and seven classified staff. The Library also maintains an active pool of part-time librarians. All part-time librarians prepare bibliographies and research guides and provide reference service and instruction. Other duties may include collection development, library newsletter, library displays, and other library projects as needed. Part-time librarians may be offered the opportunity to teach a section of the library’s credit course, Introduction to Library Resources.

QUALIFICATIONS

Required:
- Master’s degree in Library Science, or Library and Information Science, OR the equivalent from an accredited college or university library program. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.

Preferred:
- Master’s degree in Library Science from an American Library Association accredited library school.
- One year or equivalent experience in an academic library setting.
- Experience providing instruction in research methods utilizing print and electronic-multimedia resources and applications.
- Experience assisting with and providing instruction in the use of the Internet and other electronic-multimedia applications.
- Experience in the use of computer technology for instructional purposes.
- Experience with library automation systems.

CONDITIONS OF EMPLOYMENT
- Salary is $40.23 per hour to start.
- Assignments are contingent upon funding.
- Assignments may include day and evening shifts.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years) before they are hired.
- Continued employment is contingent on funding.

APPLICATION PROCEDURE
Interested applicants must submit:
- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (Workshops, Diversity Sensitivity Training, etc.)
- Completed District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES certified agency. The web site address is www.naces.org.
- Confidential placement file and/or letter(s) of recommendation addressing recent pertinent experience.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298