COLLEGE OF MARIN
invites applications for the position of:
Instructional Specialist -
Library/Learning Resources

SALARY: See Position Description

OPENING DATE: 08/06/12

CLOSING DATE: 08/24/12 11:59 PM

DESCRIPTION:
Under the supervision of the Director of Learning Resources and in consultation with the librarians, the Instructional Specialist—Library/Learning Resources is responsible for the day-to-day operations of the library, performing a variety of library and other learning resources activities—technical, clerical and academic—related to the operation of a library and learning resource center; including performing a variety of paraprofessional library duties; implementing circulation of library and media center materials in accordance with overall COM library procedures; providing individual and/or group assistance with the use of computer-based learning programs available in the library and learning resource center; facilitating access to course-related media related to classroom assignments; providing feedback to students regarding use of library; and supporting the instructor in providing records/materials located in library. Hours include both day and evening.

Primary assignment is at the IVC campus, with some assignments at KTD campus. Position is Full-time (1.0 FTE), 8.5 Months per Year.

ESSENTIAL FUNCTIONS:

Consults with the librarians, the library director, the Library Technical Specialist and the Library Technical Assistant to implement circulation of library materials in accordance with college-wide procedures.

Implements day to day operation of Circulation Services and coordinates with Technical Services to ensure that services are available to students, staff and/or community.

Maintains software for the purpose of ensuring the availability of such software to support the library and lab.

Facilitates the transport of library/media center materials between campuses and between other libraries and COM in accordance with the established Inter-Library Loan (ILL) policies and procedures.

Facilitates student appointments with the reference librarian for the purpose of student learning.

In consultation with librarians and library director, creates and maintains library and learning center signage in order to assist students and other patrons.

Meets with faculty from all disciplines who assign learning activities in the library and gathers information about library-based software and assignments for the purpose of supporting and assisting student learning.

Assists students for the purpose of providing support and direction and/or reinforcing learning
concepts as they move through their library or lab assignments.

Compiles data from a variety of sources or the purpose of complying with financial, legal and/or administrative requirements.

Demonstrates effective use of computer equipment and software for the purpose of supporting student success.

Evaluates students’ learning styles and level of understanding for the purpose of assisting students.

In consultation with librarians, prepares assistive materials for library and media center orientations for the purpose of meeting student learning needs.

Guides students in accessing online instruction such as Moodle or Grammar for the purpose of ensuring student success.

Monitors individual students who are using the library/media center to provide a safe and positive learning environment.

Prepares materials, surveys and reports about library use, media center use, and student needs.

Consults with the librarians in order to assist students in the technical aspects of research assignments.

Conducts research and presents findings in a clear and orderly fashion for the purpose of providing information and/or recommendations to improve library services.

Responds to inquiries from a variety of internal and external parties (e.g. faculty, administrators, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Tutors students for the purpose of improving their success in understanding how to access library-based or media center-based materials and successfully complete academic assignments.

**OTHER FUNCTIONS**
Assists other personnel for the purpose of supporting them in the completion of their work activities.

Evaluates the needs of and effectively assists students, the public and staff for the purpose of taking appropriate action and/or directing to appropriate personnel.

**REQUIREMENTS & DESIRABLES:**

**REQUIREMENTS**
1.) Job related education; **and**
2.) Job experience with increasing levels of responsibility; **and**
3.) Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

**REQUIRED CLEARANCES**
Criminal Justice/Fingerprint Clearance
Tuberculin (TB) Clearance

**KNOWLEDGE, SKILLS and ABILITIES (Desirable Attributes & Skills)**

*SKILLS* are required to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating learning resources and office equipment and databases; preparing and maintaining accurate records; and utilizing emerging software applications. Use of new technologies shall be incorporated on an ongoing basis consistent with the level of responsibility and complexity of this job.

*WORKING KNOWLEDGE* of library is required, including knowledge of Millenium Circulation as well as general knowledge of library policies and procedures; knowledge of Microsoft Office suite, Adobe Illustrator and Photoshop. Specific knowledge required to satisfactorily perform the job: understanding of the information literacy skills taught at each level at COM, both at the fundamental level and at the college levels, and ability to work with students at all levels in learning and applying information literacy skills.

*ABILITY* is required to read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions; to schedule a number of activities; gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with persons of varied backgrounds; establishing and maintaining effective working relationships; maintaining confidentiality; and working with frequent interruptions. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

**REQUIRED APPLICATION DOCUMENTS**

A. Cover Letter
B. Resume

**SUPPLEMENTAL & SALARY INFORMATION:**

**CAMPUS**
Primary assignment is at the Indian Valley campus in Novato, with some assignments at the Kentfield campus.

**WORK SCHEDULE**
*Full-time Equivalent (FTE): 1.0 Full-time*
*Months per Year: 8.5*
*Work Days/Hours:*
Monday - Friday
8:30am - 4:30pm (1/2-hour lunch)
7.5 Hours per Day
37.5 Hours per Week

**SALARY INFORMATION**
*FLSA Status: Non-exempt*
*Salary Range: CSEA 13*
*Starting Salary Range: $3,186.63 to $3,513.25 per month (Step A to C). Normal entering step is Step A.*
Please refer to our Human Resources web site for salary schedules.

College of Marin is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, genetic information, genetic condition, status as a Vietnam-era veteran, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans With Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive Order 11246 (as amended), the College of Marin is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
http://jobs.marin.edu

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Position #2012-00109
INSTRUCTIONAL SPECIALIST - LIBRARY/LEARNING RESOURCES
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