

A Campus of The California State University

JOB BULLETIN No.: FAC11 - 12/13



# FACULTY POSITION: FULL-TIME TENURE TRACK

**DEPARTMENT**: Library

## **Instruction and Outreach Librarian**

Rank: Senior Assistant Librarian; Full-time, 12 month position

This position will remain open until filled. Applicants expecting to be considered at this time must have all materials arrive in the Human Resources Office by close of business day on November 19, 2012 to receive priority consideration for the position. A review of applications will begin November 20, 2012 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY (CMA): The California Maritime Academy is a specialized campus of the California State University (CSU) system offering six baccalaureate degrees in, Business Administration, Global Studies and Maritime Affairs (GSMA), Facilities Engineering Technology, Marine Engineering Technology, Mechanical Engineering, and Marine Transportation. The Academy also offers a Master of Science in Transportation and Engineering Management degree. The curriculum includes licensing programs for future merchant marine, coast guard and naval reserve officers. The California Maritime Academy, serves a population of approximately 950 students. The campus is situated in Vallejo on the shore of the Carquinez Strait and 30 miles northeast of San Francisco. For more information about the California Maritime Academy, please visit our web page at <a href="http://www.csum.edu">http://www.csum.edu</a>.

Cal Maritime is committed to being a leading educational institution recognized for excellence in the business, engineering, operations, and policy of the transportation industries of the Pacific Rim and beyond. One of the ways we make good on this commitment is by hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

#### THE LIBRARY

Let your creative talents shine! Do you have a library "elevator speech"? Is student success your ultimate goal? Do you know the difference between "port" and "starboard"? If so, you could be the perfect candidate to work at this small unique campus. Although small, the Library draws upon the shared resources of the California State University system to offer access to a full array of quality academic resources. The Library has a growing collection of over 50,000 items and access to thousands of full-text journals, magazines, newspapers and eBooks. The Library participates in the LINK+ interlibrary loan system, which gives students and faculty rapid access to over 10 million items. In addition, since over 70% of our students live on-campus, the Library serves a key role as a place for both quiet study and group work. (Plus, we have one of the best views on campus!)

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The successful candidate will have a student-centric vision for instruction, outreach, and service. The candidate will demonstrate an understanding of successful pedagogy, as well as imagination and motivation to experiment in their teaching in a highly collaborative environment. Responsibilities include:

- Teach a section or sections of a 2-unit Information Literacy course (LIB100) each semester
- Teach course-integrated research skills and concepts
- Work with discipline-based faculty to integrate Information Literacy into the curriculum

- Design effective, engaging, and hands-on lessons and approaches to teach information literacy
- Collaborate with the Instruction Coordinator on instruction and assessment activities
- Create library instructional materials in a variety of formats, including Moodle, LibGuides, and the Web
- Oversee, develop, and participate in Library outreach activities to students, staff, and faculty
- Maintain awareness of continual changes in technology, students, and curriculum in higher education
- Create professional development opportunities for faculty and staff on research skills and emerging technologies
- Provide multidisciplinary reference service in-person and online
- Share in collection development responsibilities
- Act as Library liaison to academic departments
- Train and mentor Library staff and student assistants
- Participate in faculty governance
- Other duties as assigned

In addition, as tenure-track faculty, the candidate must be able to meet the Retention, Tenure, and Promotion (RTP) requirements for scholarship and service to the campus and community.

#### **REQUIRED QUALIFICATIONS:**

- A Master of Library Science (MLS)/Master of Library and Information Science (MLIS) from an ALA-accredited institution or equivalent
- Experience teaching at the college level
- Demonstrated ability to create imaginative outreach materials and programs
- Demonstrated understanding of ACRL Information Literacy standards and concepts
- Strong project management skills
- An understanding of assessment techniques and trends in library instruction
- Desire and commitment to working with and addressing the needs of first and second year students
- Excellent interpersonal, communication, and presentation skills
- Ability and desire to work both collaboratively and independently
- Experience with information resources used in academic libraries
- Ability to troubleshoot and offer hands-on assistance for various equipment and/or software in Library
- Evidence of initiative, creativity, and resourcefulness
- Commitment to professional development, especially in improving pedagogical approaches and teaching techniques

#### **DESIRABLE QUALIFICATIONS:**

- Experience using instructional technologies, such as Course Management Systems (e.g. Moodle, Blackboard), e-Portfolios, classroom tech (e.g. clickers, interactive whiteboards)
- Ability to develop and assess a web-based instruction program
- Science and/or engineering education or knowledge
- Experience planning, organizing, and promoting special and local history collections
- Knowledge of oral history techniques
- Interest in or knowledge of maritime history, industry, and subjects

Based upon a review of the resume and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone. Additional information about the California Maritime Academy and job openings can be found at <a href="https://www.csum.edu">www.csum.edu</a>.

**SALARY COMPENSATION**: Salary is commensurate with the education, qualifications and experience of the individual.

**BENEFITS**: An excellent comprehensive benefits package is available for qualifying positions which includes medical, dental, vision, life and disability insurances, retirement plans, fee waiver, vacation and sick leave.

PHYSICAL AND ENVIRONMENTAL CONDITIONS: Typical classroom environment; office in two-story building with elevator access.

**ELIGIBILITY TO WORK**: Applicants must provide proof of US citizenship or authorization to work in the United States within three days from the date of hire. Background investigation required prior to employment. Applicants must submit on hire official documentation as proof of degree, license, or certificates required.

**APPLICATION PROCESS:** Applicants for the position must submit the following documents:

- 1. Employment Application
- 2. Letter of interest
- 3. Curriculum vitae
- 4. Names, addresses, and telephone numbers of at least three professional references
- 5. An application packet (Application and Applicant Voluntary Self-ID form may be obtained online at: <a href="http://www.csum.edu/web/faculty-and-staff/hr/employment">http://www.csum.edu/web/faculty-and-staff/hr/employment</a>

Send your completed application and appropriate contact information (i.e. address, phone and fax number to:

hr@csum.edu (reference FAC11 in the subject line) or mail to: THE CALIFORNIA MARITIME ACADEMY HUMAN RESOURCES, JOB BULLETIN No.: FAC11-12/13 200 MARITIME ACADEMY DRIVE VALLEJO, CA 94590-8181

**NOTIFICATION:** Applicants selected for an interview will be notified by mail or telephone of the interview schedule. Those persons not selected for an interview will be notified only after the position closes and the successful candidate has been selected. Additional information may be obtained by calling the Academy's job line (707) 654-1140.

**DISCLAIMER:** The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or changed.

THE CALIFORNIA MARITIME ACADEMY IS COMMITTED TO A DIVERSE WORK FORCE AND EQUAL OPPORTUNITY EMPLOYMENT