REFERENCE LIBRARIAN
(POSITION NO. FA251)

J. Sargeant Reynolds is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 20,000+ credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: www.reynolds.edu.

The College is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. This position will be assigned to Information and Library Services, Downtown Campus, located at 700 East Jackson Street.


QUALIFICATIONS REQUIRED: Master’s degree in Library and Information Science from an American Library Association accredited school. Considerable knowledge of emerging technologies utilized to design research and instructional materials (e.g., Open Educational Resources, Web 2.0 technologies, Mobile tools, LibGuides, Camtasia, Blackboard, etc.). Knowledge of current Association of College and Research Libraries (ACRL) framework. Demonstrated ability to provide information literacy instruction. Demonstrated ability to promote library services to students, faculty, and members of the community through outreach and marketing. Demonstrated ability to evaluate and recommend books, periodicals, and electronic databases for selection or de-selection. Demonstrated ability to provide in-person, email, and virtual reference services and assist a diversified user group in using both print and electronic library resources. Demonstrated ability to complete special projects as assigned. Demonstrated ability to communicate effectively, orally and in writing, and to work as a team member. The selected candidate will be required to complete the Commonwealth’s Statement of Economic Interest, and must be able to successfully pass the college’s pre-employment security screening.

QUALIFICATIONS PREFERRED: Recent professional experience in an academic library. Experience in a community college setting is preferred.

POSITION RESPONSIBILITIES: Under the general guidance and direction of the Coordinator of Library Services, this position will provide reference services, develop outreach activities, and marketing to promote library resources and services; participate in the implementation of an effective information literacy program through collaboration with faculty; evaluate and select print and electronic materials; and perform special projects as assigned.

APPLICATION PROCESS: Application reviews will begin JULY 23, 2015. Applications will be accepted until the position is filled.

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website http://jobs.agencies.virginia.gov. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu (804) 523-5877.