POSITION ANNOUNCEMENT/INTENT TO EMPLOY

This is a continuous posting. The position will be open until filled.

POSITION: Library Resources Cataloger (part-time)

QUALIFICATIONS: The following are the minimum qualifications for this position:
1. A minimum of two years of cataloging experience and/or work experience in a library required
2. A minimum of an Associate’s degree is required
3. Master’s degree in library-related field (MLIS, MLS) or master’s degree in education field preferred
4. Knowledge of methods and standards of the library profession required
5. Knowledge of MARC (Machine Readable Cataloging) records and other current cataloging practices required
6. Ability to communicate, both orally and written required
7. Ability to work days or evenings up to 19 hours per week required
8. Ability to bend, stretch, and stoop when completing tasks such as shelving books required
9. Knowledge of established policies and procedures of the college required
10. Understanding of and commitment to the philosophy of a comprehensive community college required
11. Commitment to all students and patrons, including those of diverse cultures and ethnic backgrounds required
12. Understanding of and commitment to the philosophy of a comprehensive community college required

ESSENTIAL FUNCTIONS: The primary function of this position is to electronically catalog library materials and is under the supervision of the Head Librarian. In addition, this position must comply with all policies of the Alabama Community College Board of Trustees, the Alabama Community College System, and Northeast Alabama Community College.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of this position include:
1. Catalog all materials (both in the print and electronic format) in accordance with Library Management Network’s Cataloging Procedure Manual
2. Assist with the circulation desk as needed
3. Assist in maintaining the appearance of the library
4. Have knowledge of and commitment to the philosophy and objective of the Board of Trustees, the Alabama Community College System, and Northeast Alabama Community College
5. Represent the College and its philosophy to prospective students and to others in the community
6. Perform any additional duties that may be assigned

SALARY: To be determined by the President.

APPLICATION PROCEDURE: Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. Submission of a complete packet is the responsibility of the applicant. For an application, visit our web page at www.nacc.edu or contact us at 256.228.6001, extension 2230. A COMPLETED APPLICATION FOR THIS PART-TIME POSITION CONSISTS OF THE FOLLOWING:
- a completed NACC application form
- transcripts of all college credit (Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.)
- letter(s) from current and/or past employers documenting the required 2 years of experience in cataloging and/or library work. Letter(s) must
  - be on company letterhead
  - be signed (All letters must have an original signature. Electronic or typed signatures are not accepted.)
  - outline dates of employment as well as job title and duties

POSITION BEGIN DATE: As Needed

APPLICATION DEADLINE: Continuous
Submit application via mail or in person to:
Lynde Mann, Human Resources Director
Northeast Alabama Community College
P. O. Box 159
Rainsville, AL 35986
(256) 638-4418 or (256) 228-6001, ext. 2230
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ALL APPLICATION MATERIALS MUST BE MAILED OR HAND DELIVERED TO THE COLLEGE AT THE ADDRESS LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.

ADDITIONAL INFORMATION:

Criminal Background Check: In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

E-verify Compliance: Northeast Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

Transcripts: If selected for this position, transcripts of all college credit or high school/GED credit must be submitted to the Human Resources Office. Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Qualifications” section of this announcement. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.

Equal Opportunity Employer: Northeast Alabama Community College is an Equal Opportunity Employer. It is the official policy of the Alabama Community College System Board of Trustees, including institutions under the control of the Alabama Community College System, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Northeast Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Accreditation: Northeast Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast Alabama Community College.