



**HUDSON  
COUNTY  
COMMUNITY COLLEGE**  
**VACANCY NOTIFICATION**  
**Posting Date: October 13, 2017**

**PT Librarian**

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

**Responsibilities:**

The College is currently searching for an experienced **Part Time Librarian**. A part time librarian provides support, assistance and instruction to patrons of the Library through onsite, telephone and electronic communications that are customized to meet the needs of individual patrons needs. The librarian answers a wide range of complex reference inquires and provides patrons with information on the Library's and College's facilities and services. When necessary patrons may be referred to other libraries, services or individuals for assistance. The librarian must be able to conduct effective reference interviews to determine patrons' information needs and assist them in structuring their topic or search for efficient searching. The librarian works with patrons to locate appropriate resources and instructs students how to best use various sources of information while remaining impartial and nonjudgmental in handling queries. Additionally the librarian provides readers' advisory service to all patrons. The individual also assists in the selection and evaluation of electronic and print reference sources. The librarian also provides instruction in the classroom or individually to help patrons learn how to use library electronic resources. The librarian prepares bibliographic and users guides to resources as assigned. The librarian will be called upon to supervise support staff and student workers as necessary in Library operations to ensure quality patron service.

**Requirements:**

A master's degree from an accredited ALA institution is required. A year's experience in teaching information literacy is preferred. A second subject masters is helpful. Broad knowledge of the theories, principles and techniques of librarianship is required. Knowledge of the use of relevant integrated library systems, including circulation modes. Comprehensive understanding of the organization, management dissemination and preservation of information in all formats required. Ability to function well in a changing environment required. Effective verbal and written communication skills required. Bilingual abilities a plus. Computer proficiency, including fluency with Microsoft Office, internet applications and the use of library databases is also required. Will be required to perform other tasks as needed and be flexible with work schedule and assignments. Must be willing to be assigned to either campus as needed.

**To Apply:** Send letter of application, resume, salary requirements and names/contact information of three professional references.

Hudson County Community College  
Att: David Hargdrove  
71 Sip Avenue  
Jersey City, NJ 07306  
E-mail: [dhardgrove@hccc.edu](mailto:dhardgrove@hccc.edu)

For additional information and employment opportunities at HCCC, please visit:  
[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://www.latinosinhighered.com)

*As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*

**HCCC IS AN EEO/AA EMPLOYER**