



**Department:** Library/Collection Access & Management Services

**Effective Date of Appointment:** August 2017

All part-time faculty appointments are temporary and do not confer academic rank.

**Anticipated needs**

Full-time and part-time temporary librarian positions (Assistant Librarian Rank) for Collection Access and Management Services. Appointment by semester, with possibility of extension.

**Qualifications**

**Required Qualifications:** Graduate degree in library/information science from an ALA-accredited school, or equivalent degree if granted from outside the U.S. or Canada. Demonstrated cataloging proficiency, preferably in an academic library. Demonstrated ability and commitment to work with a diverse campus community.

**Desirable Qualifications:** Library experience with electronic resource management; Library of Congress Classification; Knowledge of applications such as online indexing systems, integrated library system, web development; digital libraries; institutional repositories; special collections; collection development; and acquisitions. Must possess excellent oral, written, and interpersonal communication skills; and knowledge of current trends and issues in library technical services. Assignment may include the development of access or finding tools and/or processing of specialized or digitalized materials.

**Current Salary Range:** Dependent upon experience and qualifications.

**Application Process:** Applicants should forward a current resume and a letter which designates specific courses or areas they are interested in teaching and, whenever possible, times available for teaching assignments. The resume should include educational background, prior teaching experience, evidence of scholarship, and/or related professional experience.

**Inquiries and applications should be addressed to:**

**Doris Helfer/Chair, Collection Access and Management Services**  
**California State University, Oviatt Library/8328**  
**18111 Nordhoff St.**  
**Northridge, CA 91330-8328**  
**email to: [doris.helfer@csun.edu](mailto:doris.helfer@csun.edu)**

**Application Deadline: For Academic Year: April 14, 2017**

Final determination of part-time teaching assignments is contingent upon student enrollment figures and funding.

**General Information:**

In compliance with the Annual Security Report & Fire Safety Report of Campus Security Policy and Campus Crime Statistics Act, California State University, Northridge has made crime-reporting statistics available on-line at <http://www.csun.edu/sites/default/files/clery-report.pdf>. Print copies are available in the library and by request from the Department of Police Services and the Office of Faculty Affairs.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Applicants who wish to request accommodations for a disability may contact the Office of Equity and Diversity, (818) 677-2077.

As an Equal Opportunity/Affirmative Action employer, CSUN strives to create a community in which a diverse population can work, teach and learn in an atmosphere of civility and respect for the rights of each individual. We consider qualified applicants for employment without regard to race, color, religion, national origin, gender, gender identity/expression, sexual orientation, age, disability, genetic information, medical information, marital status, or veteran status. For more information about the University, check our website: <http://www.csun.edu/>.

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