

CCSN Update

Section: Faculty

Number:

Title: Librarian and Counselor Job Descriptions

Policy Effective Date:

November 14, 2005

Approved:

Richard Carpenter
CCSN President

November 18, 2005
Date

Faculty Senate Recommendation

Faculty Senate Recommendation Unnecessary

Recommended Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)

Darren Divine
Faculty Senate Chair

November 14, 2005
Date

Comments:

Librarian Job Description: Approved

Counselor Job Description:

- will report to a “director”, not a department chair

Position Description

Position Title: Librarian

Summary Statement of Responsibility

Librarians are responsible for providing reference and research services to students, faculty and staff as well as library instruction, collection development, and curriculum support. Librarians work with all faculty to promote information literacy across disciplines.

Organizational Relationship

- A. Librarians report directly and are responsible to the Library Director.
- B. Librarians work most closely with other faculty, staff and administration in the institution to extend the breadth and depth of information access to our users.

1. Duties

- A. Provides reference and research assistance to students, faculty and staff.
- B. Performs online searching and information retrieval for students, faculty and staff.
- C. Maintains an awareness of current reference techniques, resources, and information networks implementing these to maximize information services.
- D. Coordinates, schedules and conducts general library and discipline specific instruction sessions.
- E. Responsible for collection development of both print and non-print materials in assigned areas of specialization. Researches and verifies potential order requests.
- F. Works with all CCSN librarians to ensure balanced collection growth and prudent use of CCSN library Materials Budget.
- G. Cooperates with other faculty in assigned areas to ensure curriculum support.
- H. Evaluates collections (books, periodicals, A/V items and electronic resources) through regular analysis of reviews from the academic and technical publishers to maintain currency and relevancy of the collections.
- I. Routinely evaluates and assesses library services and programs to ensure compliance with national standards. Develops all strategic planning for library services across all campuses.
- J. Provides input to assist in library webpage design and functionality.
- K. Initiates, facilitates and promotes library services and information literacy across the curriculum.
- L. Attends college, faculty and departmental meetings.
- M. Serves on department, senate and all college committees as needed.

- N. Assists library director in planning and conducting departmental business to effectively conduct department activities.
- O. Initiates and maintains relationships with vendors of electronic resources.
- P. Develops related budgets for library activities.
- Q. May supervise library classified staff (circulation, document delivery, library support) and adjunct librarians.
- R. Performs other departmental duties as assigned, including reassignment to any campus.

special sessions, to minorities and other student populations.

- N. Identify mental health concerns which could imminently affect students' safety, health, and academic success, and work collaboratively with CCSN's Counseling and Psychological Services (CAPS) Office in providing mental health support and follow up. Counselors also refer students in need of assessment, psychological counseling and therapy for mental health issues to CAPS.
- O. Coordinate with CCSN's disabilities Resource Center, Tutorial Services, Writing Center, Career Services, etc. in counseling students with special needs.
- P. Refer students to private and community agencies for additional services and resources.

III. Secondary Duties (Professional Development):

- A. Participate in relevant professional development programs to enhance institutional services provided to students.
- B. Participate in peer evaluations and evaluation of institution programs and services for students including Admissions and Records, Assessment, Financial Aid, Job Placement, veterans Affairs, Recruitment, and the Disabilities Resource Center.
- C. Teach Human Services, Study Skills, and other courses.
- D. Provide supervision and training for counseling interns from four-year colleges and universities.

IV. Other:

- A. Provide accurate and timely information as requested by the college's administration.
- B. Comply with the agreement between CCSN and Nellis Air Force Base to provide on-site academic counseling and advising services to military members, dependents, and retirees.

V. Additional Responsibilities:

- A. Remain current in college (including other colleges) program changes and changes in counseling, advising, curriculum, assessment, and placement theories and practices.
- B. Attend college, division, and counseling meetings.
- C. Serve on department, division, all-college, and system committees.
- D. Assist the Department Chairperson in planning and conducting departmental and divisional business.
- E. Assist with college recruitment initiatives.
- F. Counselors are assigned to CCSN's Technical Centers and as online counselors.
- G. Perform other departmental duties as assigned by the Chairperson of Counseling, including reassignment to any campus.