



Our Promise...

Your Future

Central Florida Community College

## Position Vacancy Announcement

Date of Announcement: August 5, 2008

According to Florida Administrative Code (F.A.C.) Rule 55A-7.005 –  
Department of Veteran's Affairs:  
Veteran Covered Position?  Yes  No

**Position Title:** LIBRARY REFERENCE SPECIALIST – PART TIME  
(10-15 Hours per week including Saturdays)

**Campus:** OCALA

**Description**

**of Duties:** Support the instructional program by assisting students, faculty and staff in the use of the library, including references service and library instruction, both on-site and online. Responsibility includes a flexible schedule, with varied evening and weekend duty.

**Educational**

**Requirements:** Masters in Library Science or equivalent required.

**Years of Experience**

**in the Field:** Minimum one year experience preferred. Experience using current information technologies strongly desired, including familiarity with online databases, integrated automation systems, instructional technology and Internet resources.

**Skills or**

**Abilities:** Positive human relations skills. Ability to establish and maintain effective working relationships with students and faculty. Proficiency in written and oral communications skills. Ability to work independently and with others in a changing environment. Commitment to the community college learning resources program concept. Evidence of initiative, resourcefulness, and adaptability. Strong knowledge of information technology.

**Application**

**Deadline:** Open until filled. Screening will begin August 19, 2008.

**Hourly Rate:** \$16.25/hr

**Application**

**Procedures:** Application and Transcripts must be submitted.

**Mail Application and Transcripts to:**

Human Resources

Central Florida Community College

P. O. Box 1388

Ocala, FL 34478-1388

Applications may also be downloaded at: [www.GoCFCC.com](http://www.GoCFCC.com)

### CFCC is a Drug Free Campus & Workplace

All individuals interested in applying for vacant positions at CFCC, including current employees, must submit a completed application packet for each specific opening. For positions requiring a degree, please provide photocopies of your transcripts. (Official transcripts will be required if selected for the position.) The college offers a competitive benefits package.

All applicants must meet qualification standards for the advertised position. Applicants for faculty positions must demonstrate proficiency in oral and written communication in the language in which the course(s) is/are taught. All applicants must exhibit English proficiency.

Citizenship: Central Florida Community College hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

All correspondence and application materials are a matter of public record in accordance with the Florida Sunshine Law.

CFCC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. CFCC complies with applicable state and local laws governing non-discrimination in employment in every location in which the college has facilities.