




## Vacancy Announcement

DATE OPENED: August 14, 2013

<b>POSITION:</b>	Librarian – Public Services (Work authorization and/or visa sponsorship is not available for this position.)
<b>DEPARTMENT:</b>	Library
<b>SALARY:</b>	Commensurate with qualifications. Excellent benefits package
<b>DATES:</b>	Review of applications will begin August 28, 2013 will continue until the position is filled.
<b>STARTING DATE:</b>	As soon as possible after August 28, 2013
<b>QUALIFICATIONS:</b>	Required: <ul style="list-style-type: none"><li>• Master degree in Library Science from an ALA accredited institution</li><li>• Successful background records check</li></ul> Preferred: <ul style="list-style-type: none"><li>• Experience in working with webpages</li></ul>
<b>RESPONSIBILITIES:</b>	Responsibilities include but may not be limited to: <ul style="list-style-type: none"><li>• Provide reference desk and circulation duties</li><li>• Assist patrons via face to face, phone and email venues for both electronic and print resources</li><li>• Assist students at circulation desk with questions/problems they may encounter</li><li>• Assist with periodical and newspaper processing.</li><li>• Work hours may include evening and/or weekend shifts as scheduled</li><li>• Other duties as assigned</li></ul>
<b>APPLICATION PROCEDURE:</b>	Apply for this job online at <a href="http://www.csc.edu/hr/jobs/">http://www.csc.edu/hr/jobs/</a> , click on Professional Staff, and then click on the green checkmark  below “Apply for Vacancy” next to the position title. Required application materials include the Chadron State College Employment Application form, cover letter, resume, and transcripts. Applicants can attach and submit their cover letter, resume, and transcripts within the online CSC Employment Application form. Questions regarding the application process can be directed to <a href="mailto:hr@csc.edu">hr@csc.edu</a> or 308-432-6224. Work authorization and/or visa sponsorship is not available for this position.
<b>GENERAL INFORMATION:</b>	Chadron State College is a small, rural four-year public college located in the scenic Pine Ridge of northwestern Nebraska and is a member of the Nebraska State College System. CSC offers undergraduate and graduate degrees to its approximately 3000 enrolled students and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. CSC is located within 90 miles of

**ADDITIONAL  
INFORMATION:**

Rapid City, SD and 300 miles of Denver, CO. US News and World Report recently rated CSC in the top 10 public colleges of its Midwest Regional Colleges report.

This position is covered by the NSCPA negotiated agreement. Please refer to our website ([www.csc.edu/hr](http://www.csc.edu/hr)) for more information about Chadron State College.

**Applicants who need a reasonable accommodation during the selection process may contact HR at (308) 432-6224 for assistance.  
*Successful Background Records Check required as part of employment process.***

*Chadron State College is an equal opportunity institution. CSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admissions decisions. The College has designated an individual to coordinate the College's non-discrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to:*

*Chadron State Human Resources, Title VI, VII, IX Compliance Coordinator*

*Chadron State College, 1000 Main Street*

*Chadron, NE 69337*

*Phone 308.432.6224*