

Senior Assistant (Health, Human Services & Nursing)

Department of Reference, Instruction, and Outreach Services

University Library

**Position Description**

The University Library at California State University, Dominguez Hills (CSUDH) invites applications for a Tenure-track position at the rank of Senior Assistant (12 months) with the appointment starting in the 2024/2025 Academic Year.

At CSUDH, we celebrate and respect diversity in all forms that include every race, religion, gender, ethnicity, veterans, people with varied abilities, and members of the LGBTQ+ community. CSUDH is seeking applications from candidates who can demonstrate experience in teaching and working with individuals from diverse backgrounds and contribute to the University’s mission, vision, and core values.

For more information: [Mission, Vision, and Core Values](https://www.csudh.edu/about/history-mission-vision/).

**The Position**

The University Library at California State University, Dominguez Hills seeks a collaborative, knowledgeable, user-centered Health Sciences & Human Services Librarian to join the Reference, Instruction, and Outreach Services (RIOS) team. The College of Health, Human Services, and Nursing provides bachelor, master, and doctoral degree programs, some of which include nursing, social work, occupational therapy, public health, child development, and clinical science and health science programs. [visit <https://www.csudh.edu/chhsn/> for additional information].

The successful candidate will serve as a liaison librarian to students and faculty in the College of Health, Human Services, and Nursing, with the following core responsibilities:

* Teach in liaison areas within the library’s information literacy program, in-person and online.
* Participate in departmental efforts in information literacy, including student learning outcomes assessment and teaching occasionally in the general education program
* Develop lesson plans and instructional materials for information literacy instruction in the health, human services, and nursing disciplines
* Effectively provide research help through general reference services that include instant message chat, phone, email, in-person, and individual research consultations
* Provide advanced research help through email and individual research consultations for faculty and students in the liaison disciplines
* Develop and maintain research guides in the health, human services, and nursing disciplines
* Create and maintain online tools and guides on evidence-based medicine, systematic reviews, and other disciplinary topics in the health sciences
* Perform collection development and management for health, human services, and nursing disciplines
* Participate in department outreach to new students and other university community populations as part of the RIOS team
* Develop library partnerships and initiatives with departments in the College of Health, Human Services, and Nursing
* Promote and advocate for Open Access scholarship and data in liaison disciplines
* Collaborate with the Office of Research to provide library support for funded projects in the College of Health, Human Services, and Nursing
* Engage in scholarship and service to the university and profession

**Qualifications**

Required Qualifications

* Applicants must have experience in working with colleagues and students from diverse age, socioeconomic, cultural, and academic backgrounds.
* Master’s degree in Library and Information Science from an ALA-accredited institution, or international equivalent, by the time of appointment
* Excellent oral, written, and interpersonal communication skills
* Knowledge of the ACRL Framework for Information Literacy for Higher Education
* Knowledge and familiarity of providing research help, reference services, and instruction services
* Demonstrated ability to manage projects and multiple tasks in a rapidly changing environment
* Evidence of a commitment to social justice, diversity, anti-racism, and inclusion in library practice
* Demonstrated potential to meet the requirements for tenure and promotion under the library's criteria for librarianship, scholarship, and service

Preferred Qualifications

* Educational background in either Health Science, Human Services, Kinesiology, Social Work, Child Development, Occupational Therapy, or Nursing
* Knowledge and familiarity with Health Science, Human Services, or Nursing disciplines
* Experience providing research help, reference services, and instruction services in at least one of the disciplines or program options within the College of Health, Human Services, and Nursing
* Knowledge of pedagogical strategies used to engage learners (e.g. active learning, assessment, flipped classroom, scaffolding, etc.)
* Demonstrated knowledge of Springshare products such as LibGuides, LibChat, and LibWizard

**How to Apply**

A completed on-line application must be received by electronic submission to be considered. To apply, please visit [CSUDH career-opportunities](https://www.csudh.edu/hr/career-opportunities/).

**Application Deadline Date**

The position is open until filled. Review of applications will begin in June 2023. For full consideration, please submit your completed application no later than July 1, 2024.

* Current Curriculum Vitae with contact information
* Cover letter
* Statement on Diversity, Equity, and Inclusion (2 pages maximum)\*
* List of 3 references with contact information\*\*
* Unofficial transcripts (an official transcript will be required for the finalist)\*\*\*

*\*Given CSUDH’s commitment to diversity and inclusion for all students, faculty, staff, and administrators, describe your individual commitment and experiences in advancing diversity and inclusion and how they relate to your future teaching and research.*

*\*\*This position requires three letters of recommendation (LORs). Please do not upload your LORs with your application. Your list of references will be notified at the appropriate time during the search process. They will receive a request via email along with information on uploading the LOR. You will be able to verify that each letter has been received by CSUDH by logging back into your applicant portal.*

\*\*\*For finalist with international transcripts, a United States Equivalency certification will be required.

*A United States (US) Equivalency certification is required for earned/awarded/conferred foreign terminal degrees, which is from a foreign Academic Institution for foreign studies. The US Equivalency certification is used to validate foreign studies from an academic credential evaluation agency and is evaluated on foreign studies and deemed to be equivalent to degrees from the United States. The certification must translate the information in English, and confirm that your highest terminal degree is US Equivalent to a US terminal degree (i.e., Bachelor’s, Master’s, Doctorate’s, Doctor’s of Philosophy). The certification can be emailed to* *facultyaffairs@csudh.edu* *or mailed directly to the office of Faculty Affairs and Development, 1000 East Victoria Street, WH-368, Carson, CA 90747.*

If you have questions regarding the position, please contact:

Thomas Philo

Search Committee Chair

tphilo@csudh.edu

The University Library

In beautifully designed facilities, the CSUDH University Library fosters student success, scholarly research, and academic excellence through the provision of information resources, primary resources, learner-centered assistance and experiences, support of undergraduate research, and welcoming, technology-enhanced environments that facilitate lifelong learning, collaboration, and innovation. The University Library is comprised of a talented and synergistic team of 12 library faculty and 22 staff members who are committed to the academic success for all users.

As a Hispanic-Serving Institution (HSI), our University Library is committed to facilitating thriving students and educators through a comprehensive suite of services that include 24/7 reference and research support; curricular-driven information literacy instruction; robust archival and general, physical and digital collections; student-centered course reserves; Inter-Library Loan services; and an engaging learning environment. Contributions to the popular [Affordable Learning Solutions program](https://libguides.csudh.edu/ALS) are a point of pride; the partnerships with faculty, the Bookstore, and Academic Technology save students more than $1 million annually.

The University Library is committed to fostering equity and creating and sustaining a diverse and inclusive environment. We have taken recent action to examine our practices, policies and procedures through a diversity, equity, inclusion, and social justice lens, with the intent of revising these to reflect our commitment. In 2021, the University Library completed a Diversity, Equity, and Inclusion Audit which identified our strengths and opportunities with respect to our DEIJ imprint. The resulting report has provided us a roadmap to guide us forward in operationalizing and deepening our commitment to Diversity, Equity, Inclusion and Justice in all we do. In addition, Library faculty and management have developed statements in response to the Black Lives Matter movement to articulate our Library’s commitment to addressing issues of discrimination, racism, bias, and inequities.

For more information see: <https://www.csudh.edu/library/>

**Additional Information:**

The Senior Assistant Librarian (12-Month) classification salary range is $6,788 to $14,487 per month; anticipated hiring salary range is $6,800 to $6,989 per month.

Salary for this position will be commensurate with experience and current CSUDH faculty salaries in the University Library. Faculty salaries are subject to budgetary authorization and any California State University System faculty contract increases. Moving expenses may be available.

An excellent comprehensive benefits package is available that includes: health/vision/dental plans; spouse, domestic partner and dependent fee‐waiver; access to campus child‐care; and a defined‐benefit retirement through the state system along with optional tax sheltering opportunities. For a detailed description of benefits, please visit: <https://www.csudh.edu/hr/benefits/>.

Background Check

Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Mandated Reporter Per CANRA

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in [CSU Executive Order 1083](https://calstate.policystat.com/policy/10927154/latest/), revised December 24, 2021, as a condition of employment.

**Closing Statement**

CSUDH is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

For more information: [U.S. Equal Employment Opportunity Commission](https://www1.eeoc.gov/employers/poster.cfm)

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Human Resources’ Office (310) 243-3771.

Clery Act crime statistics for CSUDH are available at [Campus Security Report (Clery)](https://www.csudh.edu/rm/clery-act/), or by calling University Police at (310) 243-3639.

Upon appointment, all candidates must furnish proof of eligibility to work in the U.S.

The California State University is Smoke and Tobacco Free. Smoking, Vaping and other Tobacco use are Not Permitted anywhere on University property. Education Code 42356, CCR Title 5, Article 9.

For more information see: [Smoke & Tobacco-Free](https://www.csudh.edu/breathe-freely/policy/)