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| **Job Details** |  |
| # of Openings to Fill |  |
| Position Number(s) | **Must include** |
| Department Budget# |  |
| Desired Start Date |  |
| Recruiting Location (Kennesaw or Marietta) |  |
| Name and **(OneUSG) Employee ID** # of Faculty Being Replaced |  |

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| **Position Information** |  |
| Job Type | Full-Time |
| Tenure Status | Non-tenure Track |
| Employment Term (12-month) |  |
| Hiring Department Name |  |

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| **Job Posting Information** |  |
| Job Posting Title  Anything above Assistant Professor must be approved by Academic Affairs prior to submitting request. | **Title** Librarian and Librarian Assistant Professor  This title will appear on the applicant portal. Please include rank and discipline. |
| Job Summary | Kennesaw State University is now accepting applications for a full-time, non-tenure track **Title** Librarian and Librarian Assistant Professor faculty position in the Kennesaw State University Library System with a preferred start date of **Month and year**. This is a twelve-month contracted position. This position is for work to be performed in the state of Georgia. |
| Responsibilities | Responsibilities include the following, at a minimum:  Librarianship duties (**%**)   * Ensuring high quality service, consultation, and comprehensive reference services to students, faculty, and other clients * Providing enhanced access to information and contributing to global, networked information resources * Acquiring, organizing, managing, and preserving information resources in a broad range of formats * Creating an environment conducive to learning and scholarship * Teaching information retrieval and evaluation using current and emerging technologies   Service (**%**)   * Engage in KSU Library System service, KSU University service, and service to the library profession.   Scholarship (**%**)   * Participate in scholarship, research, and/or creative activity. Contribute to the development of the library profession and/or subject-specific discipline through scholarship, presentations, and publications.   Because a number of classes take place on weekends or during the evenings, the position will occasionally be required to work during these times to serve the needs of the students. Although based primarily at the Kennesaw campus, this person may need to work at the Marietta campus or other affiliated locations.  Other responsibilities that might be listed include the following:   * Maintain working knowledge of emerging trends in advanced research support |
| Required Qualifications | Required Qualifications Include:  An earned Master’s, or the foreign equivalent, in Library Science from an American Library Association accredited program or related field is required.  **NOTE:** For **ABDs** you may add: (Required degree must be earned by start date.)  NOTE: If only a specific terminal degree such as Ph.D. is listed, then you can only hire someone with that exact degree.  *(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)* |
| **NOTE:** If the phrase “or related field” after the *teaching discipline* above is used*,* include a list of the related fields associated with the position.  This will not be listed on the posting. | List some examples of the related fields. This does not have to be an exhaustive list. |
| Preferred Qualifications (if applicable)  NOTE: Anything listed here can be moved to the Required Qualifications section. | Other qualifications might include:   * Licenses, certifications, or professional memberships * Specific experiences or skills (e.g., prior teaching, familiarity with specific techniques) * Evidence of scholarship within academic librarianship or subject specialty * Evidence of professional service   *(Criteria listed here must be verifiable, such as evidence of, previous experience, successful experience, demonstrated record, etc.)*  NOTE: Anything listed here will also be considered required qualifications for anyone who will need visa sponsorship. |
| Department Contact Information for Job Opening Questions | For questions about this faculty opening, please contact **Faculty Name, Email Address, and/or Phone Number**. |
| Job Posting Application Deadline:  (The posting will remain open until filled unless you choose the absolute deadline.) | Review of applications will begin immediately. For full consideration, please apply by **DATE**.  OR  Application deadline is **DATE**. |
| Required Attachments  (1-4 are mandatory attachments) | 1. CV 2. Cover Letter 3. Unofficial Transcripts (Official Transcripts and Official International Course-by-Course Evaluations Due Upon Hire) 4. Names, phone numbers, and email addresses of at least 3 references   Incomplete applications will not be considered.  **NOTE:** You may add additional required and/or optional attachments, such as:   * Teaching philosophy and how you will advance student success at KSU * Research interest |
| College/Department Descriptions | *Will be added by FA team from the approved descriptions.* |
| Hiring Manager |  |
| Academic Home Department Chair |  |
| Academic Home College Dean |  |
| Business Manager |  |
| Search Committee Chair  (Must be a permanent, full-time faculty member.) |  |
| Search Committee Members **with (OneUSG) *Employee ID* #s** (must have at least 5 members for full-time contracted positions) |  |