

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position: Library Student Employment & Circulation Services Supervisor

Preparation Date: 3-2018

Function of Position:

Supervises Vogel Library student employees (Circulation Assistants and Student Managers); manages daily circulation services and functions, and maintains calendars of facility scheduling.

Principle Duties and Responsibilities:

1. Manages student employment program (50%).
 - a. Hires, trains, schedules, evaluates, and disciplines student employees who serve as Circulation Assistants and Managers.
 - b. Manages student employment payroll in compliance with college policies and procedures.
 - c. Plans and conducts a training curriculum for student employees.
 - d. Creates and maintains policies and procedures that apply to Circulation Assistants and Managers.
 - e. Represents the Library on the College's Student Employment Committee.
2. Oversees circulation services (30%).
 - a. Develops and maintains efficient and appropriate circulation workflows, policies, and procedures.
 - b. Ensures the Library's circulation services result in a positive user experience.
 - c. Maintains records of fines, fees, and overdue or lost items; submits student charges to Business Office.
 - d. Oversees the collection and stack maintenance for the Library's circulating collections.
 - e. Communicates relevant circulation information and updates to library staff.
 - f. Works with patron records and maintains patron confidentiality as per library policies.
 - g. Compiles statistical reports as directed.
3. Manages Library space and facilities (10%).
 - a. Handles scheduling/reservations for Library rooms.
 - b. Receives and reports facility issues.
4. Other duties (10%).
 - a. Participates in trainings and professional development opportunities as appropriate for position.
 - b. Works occasional weekend and evening shifts on a rotating or as needed basis.
 - c. Other duties as assigned.

Supervision:

While under the direct supervision of the College Librarian, the employee works independently, following defined objectives and procedures for best practices in library service.

Qualifications:

Previous supervisory experience strongly preferred. Bachelor's degree preferred. Experience serving diverse populations with a focus on providing a high level of customer service. Strong written, oral, interpersonal, and time-management skills. Ability to work collaboratively and maintain productive working relationships with faculty, staff, and students. Experience using Microsoft Office applications; able to learn library-specific software and other new technologies or software as needed. Able to lift, shelve, and retrieve library materials and push loaded book carts up to 40 lbs.

Application Procedure

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a fully accredited four-year, coeducational liberal arts college of the Evangelical Lutheran Church in America. As an affirmative-action, equal-opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.