

## **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](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://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.**