

Warren Wilson College

Position Description

POSITION TITLE: Part-Time Evening/Weekend Librarian (15 hrs/wk)

DEPARTMENT: Library

REPORTS TO: User Services & Electronic Resources Librarian

FLSA STATUS: Non-exempt

POSITION SUMMARY:

The Part-time Evening/Weekend Librarian acts as the sole librarian on duty during evening and weekend hours. She or he will provide reference services to patrons and will supervise circulation functions and the student work crew. She or he will also work some daytime hours that overlap with the other librarians and may have additional responsibilities as needed.

This is a part-time position of 15 hours per week during the 32 weeks of the academic calendar (except for the weeks of spring break and fall break).

SPECIFIC RESPONSIBILITIES:

1. During evening and weekend hours, serves as the only library staff person present in the library and oversees all library activities during these times:

- Provides reference services to patrons.
- Supervises the student work crew (usually 2-3 students) and assists at the Circulation Desk as needed.
- Provides other assistance to patrons in using library technology tools and related hardware, such as printers, copiers, microform machines, etc.
- During evening shifts, closes the library. May also open the building on weekend shifts.

2. Will also work some daytime hours and may have additional responsibilities as needed.

WORKING CONDITIONS:

Office Environment - Library

QUALIFICATIONS:

- M.L.S. (or equivalent) degree, or currently working on a degree, from an ALA-accredited program.
- Successful experience working directly with customers at a point of service is required.
- Prior reference experience is strongly preferred.

