

Warren Wilson College

Position Description

POSITION TITLE: Part-Time Night Circulation Supervisor (15 hrs/wk)

DEPARTMENT: Library

REPORTS TO: Circulation Supervisor, Library Director

FLSA STATUS: Non-exempt

POSITION SUMMARY:

The Part-Time Night Circulation Supervisor performs circulation functions, including the supervision of circulation crew, after the reference staff has left in the evening. As the only supervising staff person present, he/she is responsible for the operation of the library and all its resources during those hours.

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). Work days are Sunday through Thursday, 9 p.m. to midnight.

SPECIFIC RESPONSIBILITIES:

1. During the night shift, serves as the only library staff person present in the library and oversees all library activities during these times:
 - Provides circulation services to patrons.
 - Supervises the student work crew (usually 1-2 students).
 - Provides other assistance to patrons in using library technology tools and related hardware, such as printers, copiers, microform machines, etc.
 - Closes the library.
2. Communicates about job-related or library-related issues with the Circulation Supervisor and other library staff members, as needed, if not in person then via email.
3. Assists in selected interlibrary loan and/or serials functions, as assigned.

WORKING CONDITIONS:

Office Environment - Library

QUALIFICATIONS:

- Bachelor's degree.
- Strong communication and interpersonal skills.
- Experience with a variety of computer applications and an aptitude for learning new ones.
- Library experience, having worked with college-aged people, or having had sole supervisory responsibilities in a work setting are desired additional qualifications.

