Part-Time Third Shift Supervisor
Library

Summary of Duties, Responsibilities and Goals

Under the direction of the Circulation & Reserve Manager, works a minimum of 8 hours per week during the academic calendar year. Oversees the circulation desk operation from 11:30 pm – 7:30 am. Supervises and serves as a backup for the student assistant on the same shift. Oversees the safety of the Occidental library patrons and the security of the building and its contents during the scheduled shift. Must be flexible to cover shifts for the full-time weekday third shift staff and the evening/weekend staff during emergencies.

We are currently seeking someone to cover the third shift on Monday, Tuesday & Wednesday from now through May 2020.

Essential Functions

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1- Supervise circulation activities

Support and provide circulation desk services to Occidental users. The services may include, but are not limited to: locate and check-out/check-in physical items, prepare booked equipment requests for pick up the next morning, search thoroughly for missing peripherals, move misplaced peripherals back to their proper locations, send overdue notices, access electronic resources, answer the phone, refer patrons to the proper channels, create library patron records, and resolve a variety of circulation problems. All services should be delivered to a high level of patron satisfaction.

2- Oversee the safety of the students and the security of the Academic Commons Building

Work closely with Campus Safety Officers to respond appropriately to any safety or security issues that arise. May conduct and supervise emergency evacuations.

3- Participate in training, supervising, and evaluating the circulation student assistants

Provide training for the student assistants on new tasks/updates. Support and guide them when they encounter challenges. Serve as their backup during absences. Provide feedback on their performance to promote continuous improvement.
4- Recognize and try to resolve a wide range of problems with equipment operations
Handle equipment issues including basic laptop problems, patron usage of the microfilm/microfiche machine, paper jams, etc.

5- Prepare and submit daily shift reports
Compile and submit complete and detailed reports on the activities and incidents that occur during the shift. Ensure manager is aware of all issues that require follow-up/further action.

6- Process faculty course reserve requests
Respond promptly to any rush faculty course reserve requests or inquiries that occur during the scheduled shift

7- Perform additional tasks as assigned

Qualifications

Requires a minimum of two years library experience or equivalent work experience that demonstrates knowledge of and experience with relevant library services, practices, and technologies in an academic library setting. Prefer experience with Innovative Interfaces systems.

Must have the ability to exercise mature judgment, work in a team environment, and work with minimum supervision. Must possess good customer service skills and have a strong commitment to customer service. Must have strong computer skills, the ability to maintain sustained visual concentration, and be able to work in an environment with frequent interruptions. Should be able to carry or lift a minimum of 25 pounds.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.