

Mississippi College
Leland Speed Library
Position Description

Position Title: Student Worker Supervisor/Collections Manager

Brief Description: The Student Worker Supervisor/Collections Manager is a member of the Public Services team and reports to the Library Director. This position is a full-time twelve month staff position.

Minimum Education: Associate or Bachelor's degree

Experience: 2-3 years of successful customer service experience, supervisory experience

Reports to: Library Director

Supervises: 20-30 student workers

Skills needed: Excellent interpersonal skills, commitment to service, attention to detail. Must have the ability to work in a changing environment and manage multiple tasks. Superior oral and written communication skills, organizational and supervisory skills.

Responsibilities:

Collection Management:

- Provide overall maintenance of the collections
- Train and supervise student shelve
- Shelf-reading and/or inventories, shifting of collections to maintain spacing, aesthetics and functionality
- Assist circulation personnel in checking for and/or locating missing books
- Shelf materials as needed

Student Worker Supervisor:

- Interview and hire prospective student workers
- Schedule students to cover all desk shifts and other departmental positions
- Annual evaluations of student workers
- Provide mediation or disciplinary action as needed
- Coordinate training for each position
- Ensure desk coverage via subs, etc.
- Communicate with student workers through Moodle

Other

- Provide backup staffing at circulation desk
- Other duties as assigned