

Library Night Supervisor Position Description

Position Title: Library Night Supervisor (Part-time 20 hrs./wk.)

Brief Description: The Night Supervisor is the staff member in charge for the hours of 4:30 pm – 9:30 pm, Sunday through Thursday when classes are in session. Duties include monitoring all three floors to maintain an atmosphere for studying and to provide basic library assistance for students.

Minimum Education Required: High School. Preferred: College degree.

Experience Required: Some library work experience preferred. Successful public service experience required.

Reports to: Library Director

Supervises: 3-6 student workers

Skills needed: Excellent interpersonal skills, commitment to service. Attention to detail. Self-starter, self-directed. Ability to manage multiple tasks. Superior oral communication skills and supervisory skills.

The Night Library Assistant has the responsibility to:

1. Assist librarian on duty with service to library users, including locating materials.
2. Learn basic functionality with network, electronic resources, and online catalog.
3. Assist users with photocopiers, microform equipment, etc.
4. Enforce basic library policies related to use and or circulation of books.
5. Maintain appropriate atmosphere for study.
6. Supervise student workers in absence of librarian.
7. Monitor building for security purposes.
8. Close library building with assistance of Campus Security personnel.
9. Monitor and maintain library equipment in absence of librarian.
10. Contact Campus Security personnel in the event of building security problems.
11. Other duties as assigned.