

Library Weekend Supervisor

Brief Description: The Weekend Supervisor is a part-time position, consisting of 11 hours per week. The position is the staff member in charge on Saturdays, and on Sundays until the Night Supervisor arrives. Hours may be extended during exam weeks. Duties include turning on lights, photocopiers and computers prior to opening, monitoring all three floors of the library to maintain an atmosphere for studying, and to provide basic library assistance to students. The position supervises two student workers. The Weekend Supervisor reports to the Library Director.

Minimum Education Required: High School (College degree preferred)

Experience Required: Customer service experience and basic computer skills. Library experience or other educational work experience preferred.

Skills Required: Excellent interpersonal skills, and commitment to service. Ability to manage multiple tasks. Superior oral communication and supervisory skills.

The Weekend Supervisor's responsibilities include:

- Preparing building and equipment for use prior to opening.
- Assisting students with basic questions concerning library services and locating materials housed in the library collection.
- Providing assistance and demonstrating basic searches in the library's catalog and databases.
- Supervising student workers at service desks.
- Providing assistance at service desks by phone when student workers are absent.
- Addressing printing, scanning and photocopying issues.
- Monitoring building for security, and contacting campus Public Safety as needed.
- Enforcing library policies.
- Following procedures for closing the library on Saturdays.
- Other duties as assigned.