POSITION OVERVIEW:
Under the supervision of the Director of Public Services, the Night Circulation Supervisor is responsible for all aspects of the library’s Circulation Services in the late evenings. Must be a team player dedicated to excellent customer service and have strong computer and technology skills.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
This position requires the ability to combine independent work and highly-developed organizational skills; the ability to complete short-term tasks efficiently and long-term tasks with persistence; exceptional written and verbal communication skills; ability to effectively multi-task; familiarity with standard office computer software and procedures; excellent judgment, and the ability to handle confidential information with sensitivity; must have strong interpersonal skills to facilitate effective work with a large and diverse faculty, staff, and student body. Work involves critical thinking, independent judgment, and discretion. Work is performed with considerable independence within the scope of established policies and procedures. Requires an individual who is detail-oriented, self-motivated, goal and task-oriented. Required: Bachelor’s degree or equivalent relative experience. Required: Ability to work nights, Sunday-Thursday, 8:30 pm – 2:00 am when classes are in session. Summer hours: Sunday-Thursday, 5:30 pm – 10:30 pm.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
Oversees the functioning of the Circulation Department with primary responsibility for the library facility in the evenings; closes the library at 2:00 am (10:30 pm during summer sessions). Participates in staffing the Circulation Desk; handles numerous circulation-related transactions, including charging, discharging, renewing library materials and reserves, creating and editing user records. Answers questions from students, staff, and faculty about library policies and procedures. Assists patrons with the use of computers, printers, copiers, and scanners; troubleshoots routine problems encountered by patrons in their use of library equipment such as computers, printers, copiers, and scanners. Stays current with library and emerging technologies. Works collaboratively with other night staff members and communicates effectively with daytime staff as necessary. Supervises Circulation student assistants. Trains Circulation student assistants in the policies and procedures of the department. May occasionally fill in on other shifts.

Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs.); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.
APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.