POSITION TITLE: Library Circulation Coordinator

JOB CLASS: Staff  SUPERVISOR: Head of Public Services

CLASSIFICATION: Full Time  LOCATION: DeLand

SUPERVISORY: No  DEPARTMENT: Library

POSITION OVERVIEW:
Under the supervision of the Head of Public Services, the Circulation Services Coordinator is responsible for all aspects of the library’s Circulation Services. 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, creativity and imagination; 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. Must start the work day when the library opens (currently 8:00 am) Monday-Thursday and must close the library on Fridays (6:00 pm).

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
Oversees the functioning of the Circulation Department; opens and closes the library as needed. Provides expertise on the circulation module of the library’s computer system, including, but not limited to, running circulation reports, maintaining statistics, setting material due and user expiration dates, and uploading/downloading student/faculty/staff data from Banner. Bills users for lost and damaged items. 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. Supervises all Circulation student assistants, scheduling their shifts, assigning duties, and evaluating their performance; schedules the use of study rooms. Regularly communicates with all Circulation staff and coordinates scheduling of all Circulation shifts. Maintains the order of the circulating and reference collections and oversees general stack maintenance; processes reserve materials and oversees the reserve collection. Trains Circulation staff and students in the policies and procedures of the department. Assists in interlibrary loan tasks as needed. May occasionally fill in on other shifts. Performs other site and position specific functions as assigned.
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.

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