

Library Technician – Circulation Coordinator

\$12.52 per hour

40 hours per week

Applications MUST be submitted directly to Human Resources to be considered for the position.

Applications will be accepted until 5:00 p.m., May 28, 2019, in the Office of Human Resources, Womack 209.

Typical Functions

Reporting to and working together with the Collections Librarian, the Circulation Coordinator performs circulation desk procedures, shelving of library material, and assists patrons with mechanical operations of library equipment. The coordinator also supervises student workers, works with the Business Office to deposit library funds, and answers patron questions. This position is from 7:00 am – 4:00 pm, Monday through Friday with selected Sundays. Performs other duties as assigned.

Knowledge, Abilities, and Skills

Ability to work independently as well as collaboratively with other departments of Huie Library and the university as well as alumni and community patrons. Ability to interpret, follow, and communicate library policies required. Willingness to engage in additional training. Experience with Word, Excel, and related computer programs preferred.

Special Job Dimensions

Ability to sit, stand, walk, stoop, bend, and reach. The ability to lift up to 20 pounds and push or pull 60-80 pounds on wheels.

Minimum Qualifications

The formal education equivalent of a high school diploma; college degree or two years of experience in a library environment is highly desirable.

Note: The applicant selected for this position will be required to submit to a background screening, including criminal background check pursuant to university policy.

Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.