Position Description

A. **Title:** Evening Supervisor, Circulation Department, Library (Part-time, evening, 19hrs/week)

B. **Status:** Non-exempt office staff

C. **Purpose:** Shares responsibility for Circulation operations along with the Circulation Office team. Supervises evening Circulation operations, oversees the work of student employees and manages projects

D. **Supervision:** Reports to the Head of Circulation

E. **Responsibilities:**

1. Supervises the work of graduate students.
2. Manages the process of searching for and reporting of missing books.
3. Assists with course reserves with particular responsibility for processing of physical items.
4. Assists with collection inventory project with particular responsibility for shelf reading, identifying books that lack barcodes or item records, and library system data cleanup.
5. Maintains and orders circulation supplies.
6. Assists with the routine activities of Circulation operations including, but not limited to:
   - Charging, discharging, and renewing materials for patrons
   - Issuing library cards and updating patron records
   - Monitoring departmental email inbox for questions and recall requests
• Answering general questions in person and over the phone
• Assisting with interlibrary loans (ILL).

7. Performs other duties as assigned.

F. Qualifications:

1. 2+ years of library experience.

2. Excellent interpersonal and customer service skills, with the ability to work effectively with the public.

3. Ability to commit to a varied work schedule.

4. Familiarity with Microsoft Office programs, particularly Microsoft Access and Excel.

5. Ability to work both independently and collaboratively in the context of a small, collegial team in a changing environment.


7. Excellent organizational skills and ability to pay close attention to detail.

8. Commitment to a user-centered perspective.

9. Demonstrated flexibility, openness to change and innovation, and a tolerance for ambiguity.

Princeton Theological Seminary reserves the right to amend this position description at any time.