FAES Library Supervisor

Under direction of the head librarian of the Food, Agricultural and Environmental Sciences Library & Student Success Center, the FAES Library Supervisor assists in the day to day management and operation of the library; oversees circulation services; hires, manages and supervises student employees; coordinates acquisition of library materials and supplies; serves as IT liaison; coordinates with other units in the libraries and across the university as needed; assists with collection projects; provides general reference services and user trainings; assists in the marketing and promotion of library services; maintains library services in absence of the librarian. May occasionally work evenings and/or weekends. Consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of Research and Education unit. All other duties as assigned.

Required Qualifications:
High School Diploma or GED required; 600 hours training in library practices and procedures (or six months of experience.) 100 hours training in management/supervision (or one month experience); or equivalent.

Desired Qualifications:
Bachelor's degree, or equivalent combination of education and experience; ability to communicate professionally, both verbally and in writing; experience using MS Office applications; demonstrated effective organizational, time management, and problem-solving skills; at least 1-year customer service setting experience; at least 1-year supervisory experience, with supervision of student employees preferred; experience working in a library setting.

Pay Range:
$16.00 - $18.00 per hour.

Application

The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity,
national origin, disability status, or protected veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.