Weekend Circulation Supervisor

Supervises and oversees weekend activities of the 18th Avenue Library Circulation area; directs public service operation to ensure policies and procedures are carried out with the purpose of friendly and efficient service to all patrons, communicates directly with patrons and departmental staff; hires, trains, schedules, and evaluates staff and student assistants; provides support in several library areas including bindery, collection maintenance, closed reserves, and information technology; may be called upon to assist in security/building related issues. 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.

Working hours will be 10 hour shifts between the hours of 1:00pm – 12:00am, Saturday and Sunday, with remaining hours arranged.

Required Qualifications:
(Per CCS Specs): High school diploma or equivalent certificate. 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:
2+ years library circulation experience, previous experience supervising staff and/or student employees, knowledge of Sierra, OhioLINK and Polaris or equivalent library systems; personal computing experience. Experience supervising student employees or staff members. Excellent customer service skills in a diverse, high-volume environment.

Pay Range:
$18.61 - $20.00 per hour.

Application:
Please submit resume, cover letter, and online application at https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Weekend-Circulation-Supervisor_R31420-1 by November 1, 2021.

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.