Evening Circulation Associate

Assists in the supervision of evening activities at the Thompson Library Circulation area. Oversees evening activities and directs public service operation to ensure policies and procedures are carried out with the purpose of friendly and efficient service to all patrons. Explains policies, procedures, and operational issues. Provides supervisory assistance for other student staffed departmental libraries and communicates directly with patrons and departmental staff; may be called upon to assist in security/building related issues; performs other duties as assigned. 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 Content & Access.

Working hours are Monday - Thursday 4:00pm to 12:00am, Friday 2:00pm to 10:00pm. Hours change during finals, breaks, and Summer Semester.

Required Qualifications:
(Per CCS Specs): High school diploma or equivalent certificate. 300 hours training in library practices and procedures (or three months of experience.) 200 hours training in use of computer terminal and/or audio-visual equipment (or two months experience); or equivalent. Must be able to lift 40 lbs. and push a cart weighting up to 80 lbs. with or without a reasonable accommodation.

Desired Qualifications:
Two years library circulation experience, previous experience supervising staff and/or student employees, knowledge of Sierra, OhioLINK and Polaris or equivalent library systems. Excellent customer service skills in a diverse, high-volume environment.

Pay Range:
$15.00 - $18.00 per hour.

Application:
Please submit resume, cover letter, and online application at https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Evening-Circulation-Associate_R34692-1 by December 19, 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.