Vet Med Circulation Supervisor

Under direction of the head librarian of the Veterinary Medicine Library, the employee in this position provides daily management and operation of the library: hires, schedules, trains and supervises up to 12 student employees with the intent to make their employment educationally purposeful; ensures continuous coverage and maintains library services in absence of the librarian; oversees circulation services; serves as liaison for IT, facilities and equipment issues; assists with selection and collection management projects; coordinates acquisition of library materials and supplies; provides general reference services and user training; assists in the promotion and implementation of library services to users in the College of Veterinary Medicine. 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 the Research & Education unit. All other duties as assigned.

Required Experience:
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 Education and Experience:
Bachelor's degree in a relevant field 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:
$22.17 to $24.00 an hour.

The Ohio State University is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.