

Position: Access Services Evening and Weekend Supervisor  
Library and Information Resource Services (LIRS)

Summary Description: Under the direction of the Library Director and Access Services Day Supervisor, works as a team member to provide paraprofessional support for all public services. Primary duties include the maintenance of circulation desk and reserve services, stack maintenance, and supervision of student workers. Additional responsibilities include participation in the development and revision of policies, procedures, and training materials for public services; and assisting in collection development projects.

Description of Duties and Responsibilities:

*Essential Functions*

1. Provides direction, guidance, and basic assistance with the broad range of Library services, resources, and equipment. Makes referrals as necessary.
2. Facilitates safety and security of Library building occupants. Maintains order in circulation, reference and other public areas within the library. Enforces Library policies and procedures, and other Spring Hill College directives.
3. Performs and manages circulation functions including: checking materials in and out, managing borrower records, privileges, etc.
4. Handles multi-line phone system; responds immediately to online requests for assistance via LibAnswers online support; receives and logs payments for fines and fees; compiles and reports statistics as directed.
5. Supervises and trains Library student workers. When IT Helpdesk Manager is unavailable, assists with student technology assistants.
6. Provides library reserve services (including circulation activities related to checkout and return of reserve items); organizes and processes materials designated for reserve by faculty; guides and assists faculty in placing materials on reserve.
7. Supervises and maintains Library stacks and shelving. Collects statistics on in-house use of Library materials. Reshelves books and other items in proper call number order. Participates in all aspects of stack maintenance including oversight of student reshelving and shelf-reading. Supports collection development and maintenance projects as needed.
8. Requires the lifting of materials in any area of the library, which may contain shelving as high as 90 inches

*Marginal Functions*

1. Helps to resolve inter-departmental issues affecting circulation.
2. Provides back-up coverage, as needed, of other service desks
3. Oversees facility room reservations.
4. Performs some clerical or secretarial duties, as needed

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education.
2. Knowledge of basic library organization and operations.
3. Commitment to providing excellent customer service.
4. Ability to communicate tactfully and effectively in both oral and written form.
5. Ability to work effectively in a team-oriented environment.
6. Knowledge of online library systems (preferably OCLC) and of software, including word processing, spreadsheet, and library databases.
7. Ability to operate modern office equipment, including computers and computer peripherals.
8. Ability to supervise and manage student workers.
9. Knowledge of undergraduate subject disciplines and their basic content.
10. Knowledge of basic bibliographic tools and research strategies.
11. Ability to learn rapidly, to access all levels of the library facility, and work independently, with minimal supervision.
12. Ability to follow oral and written instructions.
13. Knowledge of correct English usage, grammar, spelling, punctuation and of basic mathematical skills.
14. Ability to interpret and to apply office policies and procedures.
15. Ability to deal with a diverse group of students, faculty, and staff.
16. Ability to analyze unfamiliar situations and to adopt effective courses of action.
17. Ability to display tact, independent judgment and initiative in solving a variety of problems

Qualification Standards:

*Education:* A minimum of sixty credit hours/two years of college with a significant number of courses in the liberal arts; four-year college degree highly desirable.

*Experience:* One year of working library experience. Any combination of education and experience, including supervisory experience, providing the required skill and knowledge for successful performance would be qualifying.

*Special Considerations:*

This is a full-time evening and Sunday shift position. During the College's academic year (with some exceptions for breaks and holidays) scheduled hours are:

Sunday 1:30 PM - 10:00 PM

Monday - Thursday 2:30 PM - 11:00 PM

Summer Library hours and schedules are adapted to the published College schedule.

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Position is available January 3, 2022, and is open until filled. To apply for this position, submit a cover letter and resume to Bret Heim, Library and Information Services, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608. Email: [heim@shc.edu](mailto:heim@shc.edu).

Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: August 9, 2011

Position: Access Services Assistant, Part-time  
Library and Information Resource Services (LIRS)

Summary Description: Under the direction of the Public Services Evening Supervisor, staffs the Circulation Desk and provides clerical support for library and information resource services departments and personnel.

Description of Duties and Responsibilities:

*Essential Functions*

1. Acknowledges and makes library users and visitors feel welcome by greeting them as they enter and exit the building.
2. Examines workspaces and equipment when reporting to the public services area to ensure that forms and handouts are available, that the workspace is tidy and functional, and that equipment is operational.
3. Assists in opening and closing the library and performs such Circulation Desk opening and closing tasks as counting and recording monies; entering money totals in the daily ledger spreadsheet; and checking/changing dates on due date stamps.
4. Performs Help Desk tasks, as needed, such as answering basic technology/software questions, entering work requests in the tracking system, assisting with audiovisual equipment, and taking monies for print quota and media purchases.
5. Becomes familiar with library and information resource services operations and staff in order to direct patrons to offices where they can obtain needed assistance.
6. Checks in, checks out, and renews circulation and reserve materials.
7. Returns materials to stacks in a timely, efficient manner.
8. Becomes familiar with, follows, and enforces both basic public services and library and information resource services policies and procedures.
9. Maintains manual and online files as requested.
10. Makes spot checks of book bags, briefcases, *etc.*, as patrons exit, when necessary; manages library materials security system.
11. Counts and makes change for photocopying.
12. Receives funds for sales of various items, including printouts.
13. Answers multi-line telephone, routes calls, and takes messages.
14. Provides courteous service to library patrons, making every effort to accommodate requests within the parameters of department rules.
15. Provides clerical support for library and information resource services departments, using typewriters, word processing equipment, and/or software databases as necessary.

16. Reads shelves on a routine, regular basis and logs the date, time, and beginning and ending call numbers of each shelf-reading session.
17. Completes hourly floor counts and enters data into the appropriate spreadsheet.
18. Informs the supervisor on duty when all assigned tasks have been completed and additional projects are needed for times when service demands are not heavy at the public services desk; performs shelf-reading assignments during the interim until additional assignments have been made.
19. Assists in all duties assigned to the public services department.
20. Performs other essential duties, as assigned.

#### *Marginal Functions*

1. Assists in answering directional questions.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education.
2. Commitment to providing excellent customer service.
3. Ability to work in a team-oriented environment.
4. Possession of basic mathematical skills.
5. Knowledge of basic office procedures and equipment, including computers, printers, and photocopiers.
6. Knowledge of computer database management and word processing programs, particularly *Microsoft Office*.
7. Knowledge of or mastery of within seven working days the Library of Congress Classification System.
8. Some knowledge of basic library organization.
9. Ability to follow oral and/or written directions.
10. Ability to learn and perform all essential job functions accurately within established guidelines, with minimum direct supervision, within one month after employee begins work.
11. Ability to traverse several levels to retrieve and to shelve library materials.
12. Ability to use step stools, to stoop, and to shelve or retrieve materials weighing up to approximately 20 pounds.
13. Capacity to interact with a variety of users and maintain good customer service relations.
14. Legible handwriting.

#### Qualification Standards:

*Education:* High school diploma or equivalent.

*Experience:* Some library background or experience.

*Special Considerations:* Generally two weekday evenings and hours on either Saturday or Sunday with extended hours twice a year for exams. (Such as generally 10 a.m. – 7 p.m. Saturdays and 4 – 11 p.m. Tuesdays and Thursdays.) This position is normally 20 hours per week during the College's academic year. Summer hours and "break" hours may differ and/or be less than 20 hours/week.

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Position is open until filled. To apply for this position, please send a cover letter and resume to: Personnel Office, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608. E-mail: pdavis@shc.edu (use Word or pdf for attachments, please). 251-380-3063.

Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: May 4, 2011

Position: Access Services Assistant, Part-time  
Library and Information Resource Services (LIRS)

Summary Description: Under the direction of the Public Services Evening Supervisor, staffs the Circulation Desk and provides clerical support for library and information resource services departments and personnel.

Description of Duties and Responsibilities:

*Essential Functions*

1. Acknowledges and makes library users and visitors feel welcome by greeting them as they enter and exit the building.
2. Examines workspaces and equipment when reporting to the public services area to ensure that forms and handouts are available, that the workspace is tidy and functional, and that equipment is operational.
3. Assists in opening and closing the library and performs such Circulation Desk opening and closing tasks as counting and recording monies; entering money totals in the daily ledger spreadsheet; and checking/changing dates on due date stamps.
4. Performs Help Desk tasks, as needed, such as answering basic technology/software questions, entering work requests in the tracking system, assisting with audiovisual equipment, and taking monies for print quota and media purchases.
5. Becomes familiar with library and information resource services operations and staff in order to direct patrons to offices where they can obtain needed assistance.
6. Checks in, checks out, and renews circulation and reserve materials.
7. Returns materials to stacks in a timely, efficient manner.
8. Becomes familiar with, follows, and enforces both basic public services and library and information resource services policies and procedures.
9. Maintains manual and online files as requested.
10. Makes spot checks of book bags, briefcases, *etc.*, as patrons exit, when necessary; manages library materials security system.
11. Counts and makes change for photocopying.
12. Receives funds for sales of various items, including printouts.
13. Answers multi-line telephone, routes calls, and takes messages.
14. Provides courteous service to library patrons, making every effort to accommodate requests

within the parameters of department rules.

15. Provides clerical support for library and information resource services departments, using typewriters, word processing equipment, and/or software databases as necessary.
16. Reads shelves on a routine, regular basis and logs the date, time, and beginning and ending call numbers of each shelf-reading session.
17. Completes hourly floor counts and enters data into the appropriate spreadsheet.
18. Informs the supervisor on duty when all assigned tasks have been completed and additional projects are needed for times when service demands are not heavy at the public services desk; performs shelf-reading assignments during the interim until additional assignments have been made.
19. Assists in all duties assigned to the public services department.
20. Performs other essential duties, as assigned.

#### *Marginal Functions*

1. Assists in answering directional questions.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

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3. Ability to work in a team-oriented environment.
4. Possession of basic mathematical skills.
5. Knowledge of basic office procedures and equipment, including computers, printers, and photocopiers.
6. Knowledge of computer database management and word processing programs, particularly *Microsoft Office*.
7. Knowledge of or mastery of within seven working days the Library of Congress Classification System.
8. Some knowledge of basic library organization.
9. Ability to follow oral and/or written directions.
10. Ability to learn and perform all essential job functions accurately within established guidelines, with minimum direct supervision, within one month after employee begins work.
11. Ability to traverse several levels to retrieve and to shelve library materials.
12. Ability to use step stools, to stoop, and to shelve or retrieve materials weighing up to approximately 20 pounds.
13. Capacity to interact with a variety of users and maintain good customer service relations.
14. Legible handwriting.

Qualification Standards:



*Education:* High school diploma or equivalent.

*Experience:* Some library background or experience.

*Special Considerations:* Generally two weekday evenings from 4- 11 p.m. and hours on either Saturday or Sunday with extended hours twice a year for exams. This position is normally 20 hours per week during the College's academic year. Summer hours and "break" hours may differ and/or be less than 20 hours/week.

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Must *receive* all responses by May 17, 2011.

Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: October 26, 2010

Position: Access Services Assistant, Part-time  
Library and Information Resource Services (LIRS)

Summary Description: Under the direction of the Public Services Evening Supervisor, staffs the Circulation Desk and provides clerical support for library and information resource services departments and personnel.

Description of Duties and Responsibilities:

*Essential Functions*

21. Acknowledges and makes library users and visitors feel welcome by greeting them as they enter and exit the building.
22. Examines workspaces and equipment when reporting to the public services area to ensure that forms and handouts are available, that the workspace is tidy and functional, and that equipment is operational.
23. Assists in opening and closing the library and performs such Circulation Desk opening and closing tasks as counting and recording monies; entering money totals in the daily ledger spreadsheet; and checking/changing dates on due date stamps.
24. Performs Help Desk tasks, as needed, such as answering basic technology/software questions, entering work requests in the tracking system, assisting with audiovisual equipment, and taking monies for print quota and media purchases.
25. Becomes familiar with library and information resource services operations and staff in order to direct patrons to offices where they can obtain needed assistance.
26. Checks in, checks out, and renews circulation and reserve materials.
27. Returns materials to stacks in a timely, efficient manner.
28. Becomes familiar with, follows, and enforces both basic public services and library and information resource services policies and procedures.
29. Maintains manual and online files as requested.
30. Makes spot checks of book bags, briefcases, *etc.*, as patrons exit, when necessary; manages library materials security system.
31. Counts and makes change for photocopying.
32. Receives funds for sales of various items, including printouts.
33. Answers multi-line telephone, routes calls, and takes messages.
34. Provides courteous service to library patrons, making every effort to accommodate requests within the parameters of department rules.

35. Provides clerical support for library and information resource services departments, using typewriters, word processing equipment, and/or software databases as necessary.
36. Reads shelves on a routine, regular basis and logs the date, time, and beginning and ending call numbers of each shelf-reading session.
37. Completes hourly floor counts and enters data into the appropriate spreadsheet.
38. Informs the supervisor on duty when all assigned tasks have been completed and additional projects are needed for times when service demands are not heavy at the public services desk; performs shelf-reading assignments during the interim until additional assignments have been made.
39. Assists in all duties assigned to the public services department.
40. Performs other essential duties, as assigned.

### *Marginal Functions*

2. Assists in answering directional questions.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

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18. Possession of basic mathematical skills.
19. Knowledge of basic office procedures and equipment, including computers, printers, and photocopiers.
20. Knowledge of computer database management and word processing programs, particularly *Microsoft Office*.
21. Knowledge of or mastery of within seven working days the Library of Congress Classification System.
22. Some knowledge of basic library organization.
23. Ability to follow oral and/or written directions.
24. Ability to learn and perform all essential job functions accurately within established guidelines, with minimum direct supervision, within one month after employee begins work.

25. Ability to traverse several levels to retrieve and to shelve library materials.
26. Ability to use step stools, to stoop, and to shelve or retrieve materials weighing up to approximately 20 pounds.
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28. Legible handwriting.

Qualification Standards:

*Education:* High school diploma or equivalent.

*Experience:* Some library background or experience.

*Special Considerations:* Generally two weekday evenings from 4- 11 p.m. and hours on either Saturday or Sunday with extended hours twice a year for exams. This position is normally 20 hours per week during the College's academic year. Summer hours and "break" hours may differ and/or be less than 20 hours/week.

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Must *receive* all responses by November 12, 2010.

Ad Copy for Section 438—Part-Time:

SPRING HILL LIBRARY

20 hrs/wk at College Circ. Desk, as 2 weekday nights 4 – 11 pm plus Sat. or Sun. hours. Rate: \$8.37/hr. Requires basic library procedures, word processing, etc. Prefer library experience. E.O.E. Further info via Open positions at [www.shc.edu/jobs](http://www.shc.edu/jobs)

Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: March 18, 2008

Position: Public Services Assistant (Circulation), Part-time  
Library and Information Resource Services (LIRS)

Summary Description: Under the direction of the Public Services Evening Supervisor, staffs the circulation desk and provides clerical support for library and information resource services departments and personnel.

Description of Duties and Responsibilities:

*Essential Functions*

1. Acknowledges and makes library users and visitors feel welcome by greeting them as they enter and exit the building.
2. Examines workspaces and equipment when reporting to the public services area to ensure that forms and handouts are available, that the workspace is tidy and functional, and that equipment is operational.
3. Assists in opening and closing the library and performs such circulation desk opening and closing tasks as counting and recording monies; entering money totals in the daily ledger spreadsheet; and checking/changing dates on due date stamps.
4. Performs helpdesk tasks, as needed, such as answering basic technology/software questions, entering work requests in the tracking system, assisting with audiovisual equipment, and taking monies for print quota and media purchases.
5. Becomes familiar with library and information resource services operations and staff in order to direct patrons to offices where they can obtain needed assistance.
6. Checks in, checks out, and renews circulation and reserve materials.
7. Returns materials to stacks in a timely, efficient manner.
8. Becomes familiar with, follows, and enforces both basic public services and library and information resource services policies and procedures.
9. Maintains manual and online files as requested.
10. Makes spot checks of book bags, briefcases, *etc.*, as patrons exit, when necessary; manages library materials security system.
11. Counts and makes change for photocopying.
12. Receives funds for sales of various items, including printouts.
13. Answers multi-line telephone, routes calls, and takes messages.

14. Provides courteous service to library patrons, making every effort to accommodate requests within the parameters of department rules.
15. Provides clerical support for library and information resource services departments, using typewriters, word processing equipment, and/or software databases as necessary.
16. Reads shelves on a routine, regular basis and logs the date, time, and beginning and ending call numbers of each shelf-reading session.
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18. Informs the supervisor on duty when all assigned tasks have been completed and additional projects are needed for times when service demands are not heavy at the public services desk; performs shelf-reading assignments during the interim until additional assignments have been made.
19. Assists in all duties assigned to the public services department.
20. Performs other essential duties, as assigned.

#### *Marginal Functions*

1. Assists in answering directional questions.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

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5. Knowledge of basic office procedures and equipment, including computers, printers and photocopiers.
6. Knowledge of computer database management and word processing programs, particularly *Microsoft Office*.
7. Knowledge of or mastery of within seven working days the Library of Congress Classification System.
8. Some knowledge of basic library organization.
9. Ability to follow oral and/or written directions.
10. Ability to learn and perform all essential job functions accurately within established guidelines, with minimum direct supervision, within one month after employee begins work.
11. Ability to traverse several levels to retrieve and to shelve library materials.
12. Ability to use step stools, to stoop, and to shelve or retrieve materials weighing up to approximately 20 pounds.
13. Capacity to interact with a variety of users and maintain good customer service relations.

Qualification Standards:

*Education:* High school diploma or equivalent.

*Experience:* Some library background or experience.

*Special Considerations:* Generally two weekday evenings from 4 - 11 p.m. and hours on either Saturday or Sunday. This position is normally 20 hours per week during the College's academic year. Summer hours and "break" hours may differ and/or be less than 20 hours/week.

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Ad Copy for Section 438—Part-Time:

CIRC. DESK  
LIBRARY

20 hrs/wk at Circ. Desk: 2 weekday nights 4 – 11 pm plus Sat. or Sun. hours. (different summer/holiday hrs.) Rate: \$8.37/hr. Requires basic library procedures, word processing, spreadsheet, database software; ability to work w/people in busy environment, etc. Prefer library experience. E.O.E. Mail cover letter and resume to: Personnel Office, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608. Open until filled.

Ad Copy for Section 420—General:

CIRC. DESK  
LIBRARY

See Section 438.

Ads to run in sections as indicated in Sunday, July 17<sup>th</sup>, issue. Do not want titles “big” type but do want it ALL CAPS.

Must reference Purchase Order No. B 20546.

Please fax drafts of ads to 460-2177 and include exact charges to run.

Thanks.

**TMC 3/7/2007**

**Position:       Public Services Assistant, Part-time  
                      Library and Information Resource Services (LIRS)**

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- made.
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#### *Marginal Functions*

2. Assists in answering directional questions.

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20. Knowledge of or mastery of within seven working days the Library of Congress Classification System.
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22. Ability to follow oral and/or written directions.
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#### Qualification Standards:

*Education:* High school diploma or equivalent.

*Experience:* Some library background or experience.

*Special Considerations:* Generally two weekday evenings from 5 - 12 p.m. and hours on either Saturday or Sunday. This position is normally 20 hours per week during the College's academic year. Summer hours and "break" hours may differ and/or be less than 20 hours/week.

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