Position Description – Library Student Manager

Department: Library
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Position Title: Library Student Manager

SCOPE
The Student Manager (and/or Manager Sub) shares responsibility with the Reference & Instruction Librarian and Public Services Librarian for the training and supervision of library student workers. The SM must demonstrate leadership, be goal oriented, and have initiative, good communication skills and knowledge of all library public services functions.

SKILLS ACQUIRED/DEVELOPED ON THE JOB

1. Develop and improve supervisory skills.
2. Learn about library resources and operations.
3. Improve communication and public services skills.
4. Improve organizational skills.
5. Acquire responsibility role skills.

QUALIFICATIONS, HOURS, AND COMPENSATION
Applicants for this position must demonstrate leadership, responsibility, communication skills, initiative, customer service skills and good job knowledge, specifically,

1. Ability to supervise peers.
2. Ability to learn and follow detailed circulation procedures and library policies.
3. Ability to work independently.
4. Ability to work cooperatively with library patrons, co-workers, and staff.
5. Dependability, punctuality, and flexibility.
6. Preferred (not required)--Minimum of one year experience in library circulation. (Other managerial and library related experience will be considered and evaluated.)

Hours worked will be during the following shifts: 11p.m. – 2a.m. Sunday – Thursday, 12 noon-6 p.m. Saturdays, and 12-4 p.m. Sundays. Student Managers work approximately 10 hours/week.

SM compensation will be $10 per hour.

Managers must be enrolled either as a Transylvania student or as a SLIS student at UK during the semester(s) in which they work. Preference will be given to current Transylvania students. Managers must hold a minimum 2.5 GPA at the time of offer. GPA must be maintained throughout the entire term of employment. Managers must be able to work late night and weekend shifts. Failure to meet these requirements will be grounds for dismissal. Exceptions may be made on a case by case basis by the Public Services Librarian.

ACCOUNTABILITY
The SM reports directly to the Public Services Librarian.
SPECIFIC RESPONSIBILITIES

SM will receive training for these responsibilities.

1. Responsible for supervising and directing the student work force for an efficient operation
2. Train, coordinate and supervise student labor
3. Assist in scheduling workstudy students monitoring and keeping records of exceptions (absence or lateness, etc.)
4. Maintain safety and security of library patrons, collections, and building
5. Assist in the student review process
6. Enforce Library policies and procedures
7. Responsible for all safety rules and their enforcement
8. Have knowledge of all emergency procedures
9. Have knowledge of all Library circulation duties and procedures
10. Open and close operations using procedures and according to checklists
11. Maintain operational quality and standards
12. Prepare workstudy timesheets for signing (verify hours, exceptions, etc.)
13. Maintain a presence in the library when on duty so that patrons know whom to seek for assistance
14. Report maintenance issues (bathrooms, ice, doors, etc.)
15. Oversee workstudy duties to ensure they are being done (shelving, straightening, etc.)
16. Communicate with all library and campus staff when issues arise, as appropriate
17. Assist in development of employee and customer satisfaction
18. Work 10 hours per work week
19. Attend scheduled SM meetings
20. Help with special events as needed (parent’s weekend, homecoming, etc.)
21. Suggest innovative ideas to improve Library public services
22. Oversee lost and found, reporting items and scheduling periodic cleaning out of the L&F cabinet
23. Take headcounts at designated time

DRESS CODE FOR STUDENT MANAGERS

• SMs must look neat, approachable, and responsible while on duty
• Visible name tag at desk while on duty
• SMILE and nod to acknowledge library patrons and to set a good example for circulation desk workstudy students

Last updated 3/2/2017