Circulation Assistant - Part Time
Hugh & Hazel Darling Law Library at Dale E. Fowler of School, Chapman University

Summary

The Hugh & Hazel Darling Law Library at the Dale E. Fowler School of Law at Chapman University in Orange, California has an opening for a part-time Circulation Assistant.

Reporting to the Circulation Librarian, the Circulation Assistant helps manage and carry out Circulation functions including patron services, interlibrary loan (ILL), reserves, and stacks maintenance, covering evenings and occasionally weekends. The position requires a strong commitment to service and problem-solving skills. The Circulation Assistant helps to ensure consistently high service to library users by participating in supervising, and evaluating student employees; working with other Law School and University departments on issues relating to library access, security, and facilities; helping maintain the Circulation module of the Integrated Library System (ILS); and assisting with developing and administering Circulation policies.

The hours for the position are currently Friday 4:00 - 10:00 p.m. and Monday 7:30 a.m. - 4:30 p.m. (These hours may vary during exam and interterm periods.)

To receive full consideration, application materials, including a Cover Letter and Resume, should be submitted by July 19, 2019, but the position will remain open until filled.

To apply, please visit: https://chapman.peopleadmin.com/postings/21261

Responsibilities

Circulation Department services and functions

- Open or close the library; assist library users at the Circulation Desk.
- Supervise student employees; assist with training, scheduling, and evaluating student employees.
- Assist in developing and enforcing Circulation policies and procedures.
- Use and assist in the administration of the circulation module of the ILS.
• Communicate with Law Library, Law School, and University departments regarding library access, security, facilities, and student employment.
• Assist in maintaining the collection.
• Assist with filing loose-leaf updates.

Services for Law Students & Faculty

• Respond to faculty requests, including locating and delivering library material and maintaining faculty course reserves and sample exams; communicate regarding the status of requests.
• Fill ILL requests, both borrowing and lending; keep ILL statistics; communicate with patrons and other libraries regarding the status of ILL requests.
• Assist patrons with locating resources using the online public access catalog.
• Assist patrons with library equipment including photocopiers and microform machines.
• Collaborate with other library staff to maintain an environment conducive to study and research for our primary patrons.

Perform other duties as assigned.

Required Qualifications

• Experience in a library public services department (preferably academic).
• Knowledge of library circulation policies and procedures.
• Experience with an ILS (preferably Innovative Interfaces).
• Strong service orientation and problem solving skills.
• Demonstrated supervisory and management experience and skills.
• Ability to exercise independent judgment to conceptualize, communicate, and coordinate complex activities and projects.
• Strong interpersonal skills to work with diverse groups at all organizational levels, both inside and outside the University.
• Commitment to expanding, improving, and promoting library services.
• Demonstrated writing skills to produce clear, concise, accurate documentation.
• Ability to independently prioritize tasks when faced with interruptions and fluctuating workload.
• Ability to use tact and diplomacy and maintain a high level of confidentiality.
• Bachelor's Degree.

Desired Qualifications

• Experience with OCLC.

Special Instructions to Applicants

Applicants for Staff and Administrator positions must be currently authorized to work in the United States on a full-time basis. Chapman University does not sponsor applicants for Staff and Administrator positions for work visas.
The offer of employment is contingent upon satisfactory completion and outcomes of a criminal background screening, and returning to the Office of Human Resources a signed original acceptance of the Chapman University Agreement to Arbitrate.