



Public Services Supervisor; Pepperdine Caruso School of Law

- Malibu Campus

The purpose of this position is to manage the smooth running of the Public Services Department on evenings and weekends in order to offer excellent customer service to its patrons. This position supports academic excellence by offering access to course materials and a welcoming environment conducive to study and research.

Duties

- Supervise and manage the Public Services desk on evenings and weekends, closing the library. Retrieve and circulate reserve materials. Circulate materials from main collection as well as chargers, cables, etc. Assist students with library catalog. Assist students with study room reservations. Recognize when research questions need to be forwarded to a librarian. Show awareness of patron needs by communicating any changes.
- Handle outgoing and incoming interlibrary loan requests.
- Process incoming library materials, including serials and loose-leaves. Assist with copy cataloging and processing of library reserves and books for main collection. Assist with stacks maintenance, including overdue and lost books.
- Perform other duties as assigned.
- Uphold University mission through work performed.

The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Skills and Qualifications

Required:

- Minimum two years of college.
- Strong organizational and communication skills, both oral and written.
Excellent customer service skills.

- The ability to perform detailed work with frequent interruptions. The ability to work independently and as a team member.
- Basic computer use. Proficient in Google Suite and familiar with Microsoft Office products.

Preferred:

- Bachelor's degree from an accredited institution.
- Prior library experience, preferably in Public Services. Experience with integrated library systems.
- Experience supervising staff or student assistants.

This is a Regular, Nonexempt, 40 hour per week position.

Expected Pay Range: \$21.63 - \$24.03 per hour

The above pay range reflects what Pepperdine University reasonably expects to pay for this position at time of posting. Actual compensation may vary based on relevant factors such as work experience, market conditions, education/training, and skill level. In addition to base pay, Pepperdine offers a robust and highly competitive [benefits package](#).

Pepperdine is an Equal Employment Opportunity employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal, state, or local law. Pepperdine is committed to providing a work environment free from all forms of unlawful discrimination and harassment. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the University.

Pepperdine is religiously affiliated with the Churches of Christ. It is the purpose of Pepperdine to pursue the very highest employment and academic standards within a context that celebrates and extends the spiritual and ethical ideals of the Christian faith. While students, faculty, and staff represent many religious backgrounds, Pepperdine is permitted under applicable law and reserves the right to seek, hire, and promote persons who support the goals and mission of the institution, including the right to prefer co-religionists who support Pepperdine's Christian mission. Qualified individuals should be able to show respect for workplace differences, and have the ability to work effectively with individuals from different backgrounds. Offers of employment are contingent upon successful completion of a criminal, education, and employment screening. The University conducts such screenings in compliance with applicable laws and with the objectives of evaluating risk and supporting a safe environment for students, faculty, staff, and guests; safeguarding key University assets including people, property, information, and the University's reputation; and providing comprehensive job-related information to University leaders to enable them to make prudent hiring decisions. Individuals will be required to

disclose any criminal convictions on a designated form after receiving a conditional offer of employment; failure to disclose accurate information may result in withdrawal of the offer or termination of employment. Qualified individuals with criminal histories will be considered for employment in compliance with applicable laws, including the Los Angeles County Fair Chance Ordinance.

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