

Evening Access Services Coordinator
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=125427>

Downloaded On: Nov. 18, 2019 10:54pm

Posted Jul. 10, 2019, expired Nov. 9, 2019

Job Title Evening Access Services Coordinator

Department

Institution Embry-Riddle Aeronautical University
Prescott, Arizona

Date Posted Jul. 10, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Coordinator

Academic Field(s) Library

Apply Online Here <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190444>

Apply By Email

Job Description

Hazy Library and Learning Center of Embry-Riddle Aeronautical University is looking for a friendly, energetic, and tech savvy individual to join our Access Services team. As part of that team, this position will play a key role in providing excellent service to our faculty, staff, and students. The Evening Access Services Coordinator provides direct assistance to clientele with service and research needs, including access to and circulation of materials and equipment. This position supervises student assistants in the afternoon and evening, library operations, and services and resources during the evening hours. This position also manages patron records and provides operational support for the Access Services Unit. The Evening Access Services Coordinator shares responsibility during the evening for addressing issues of building safety, facility problems, and security issues.

Work Hours:

Evening and weekend hours are required as scheduled. Varied shifts during finals, breaks, and

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holidays.

Fall/spring Semesters:

Tuesday through Saturday: 12:15pm – 9:15pm

Finals Extended Hours:

Tuesday through Thursday: 12:15pm – 9:15pm

Friday: 6:00pm – 3:00am

Saturday: 4:15pm – 1:15am

Summer (May- August):

Tuesday through Thursday: 7:00am -5:00pm

Friday : 11:30am – 6:00pm

Saturday: 11:30am -6:00pm

Qualifications

Associate degree or 18+ months of experience with increasing responsibility

- Experience with Microsoft Office and Internet end-user applications
- Excellent interpersonal and communication skills
- Ability to work independently
- Ability to supervise and develop competencies in others
- Ability to troubleshoot computer and software applications
- Ability to provide an exceptional customer service experience

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact