

Coordinator, Circulation
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=237789>

Downloaded On: Dec. 21, 2024 9:52am

Posted Jun. 17, 2024, set to expire May 10, 2025

Job Title	Coordinator, Circulation
Department	University Libraries
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Jun. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Library
Job Website	https://jobopps.alcorn.edu/postings/7191
Apply By Email	
Job Description	

The incumbent is responsible for providing advisory information to the public and managing patron material requests and inter-library loans.

Coordinator, Circulation Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=237789>

Downloaded On: Dec. 21, 2024 9:52am

Posted Jun. 17, 2024, set to expire May 10, 2025

Knowledge, Skills and Abilities

- Knowledge of various computer hardware and software
- Knowledge of processes for providing customer service
- Knowledge of library related database systems and networks
- Skilled in time management
- Good communication skills, verbal, written, and interpersonal
- Ability to type 55 or more words per minute
- Ability to learn and utilize library software and systems

Essential Job Functions

- Supervises and implements training for new and existing employees.
- Creates and revises circulation services policies and procedures; researches, studies and recommends services to improve circulation practices and provides clarification to Library staff, public patrons and other personnel as needed.
- Creates and implements daily circulation work schedule, including projects, desk coverage and programing set-up.
- Performs administrative support work such as word processing, creating spreadsheets, correspondence, data entry or retrieval, recordkeeping, and functions that may require interpretation, judgement and determining appropriate processes to be used.
- Maintain accurate and current statistics.
- Assigns shelf reading and collection maintenance duties.

Qualifications

Bachelor's Degree in any discipline; or
Three (3) years related experience

Contact Information



Coordinator, Circulation
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=237789>

Downloaded On: Dec. 21, 2024 9:52am

Posted Jun. 17, 2024, set to expire May 10, 2025

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

Contact

,