

Coordinator, Circulation  
Alcorn State University

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

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

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

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

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### **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**



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

**Contact**

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