

Coordinator, Circulation
Alcorn State University

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

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| 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.

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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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