

Evening / Weekend Workleader (6760C), Library
Administration - 79863
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260457>

Downloaded On: Aug. 6, 2025 5:52am

Posted Jul. 31, 2025, set to expire Jun. 30, 2026

Job Title	Evening / Weekend Workleader (6760C), Library Administration - 79863
Department	Berkeley Library
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 31, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Library
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Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Library's Sciences Division consists of four libraries: Bioscience, Natural Resources & Public Health; Chemistry, Astronomy & Physics; Earth Sciences & Map; Engineering & Mathematical Sciences. The division staff include 10 librarians, 14 staff, and over 50 student employees, who collectively support the research, teaching, and study needs of students and faculty in the College of Chemistry, College of Engineering, College of Letters & Science's Biological Sciences Division, College of Letters & Science's Mathematical & Physical Sciences Division, Division of Computing, Data Science & Society's Departments of EECS and Statistics, Department of Geography, School of Optometry, School of Public Health, and an array of Organized Research Units.

Position Summary

The Evening/Weekend Workleader serves as the sole career staff member on-site during evening and weekend hours and acts as the first point of contact for any facilities issues or emergency situations. Responsibilities include monitoring security cameras and coordinating with appropriate safety personnel as needed. The Evening/Weekend Workleader will lead student employees and oversee stacks maintenance. They may assist with training student employees and provide feedback to Circulation Supervisors regarding student employee performance. Additionally provides circulation services such as checking out materials, placing holds or search requests, and processing paging requests for storage items. The Evening/Weekend Workleader also supports instructional services by assisting patrons with the online catalog, scanners, and printers, and by responding to reference questions, informational inquiries, and complaints.

Application Review Date

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The First Review Date for this job is: 08/11/2025.

Responsibilities

Security:

- Serves as primary resource for questions, overrides, or emergencies from Student Library Employees during evening and weekend hours.
- Employs independent judgment to manage difficult patron interactions, security and medical emergencies, alarms or other disruptive situations with professionalism and tact.

Circulation:

- Oversees and provides support for circulation and public services.
- Serves as a work leader to student employees, directing their tasks and ensuring that work and special projects are completed during shifts.
- Coordinates workflows with staff across the division.
- Provides feedback to circulation supervisors regarding the job performance of student employees assigned to evening and weekend hours.

Stacks Management:

- Lead and monitor student employees in shelving and shelf-reading the collection.
- Ensure requests are pulled, and oversee search procedures for material that is not in place.
- Miscellaneous tasks and projects to support the Biosciences Library and Sciences Division.

Required Qualifications

- General knowledge of library practices and procedures, which may be acquired through library experience, specialized training, or relevant academic preparation.
- Strong oral and written communication skills.
- Experience working with a team in a public facing service position.
- Ability to handle difficult interpersonal interactions with patrons and staff effectively.
- High School diploma and/or equivalent experience/training.

Preferred Qualifications

- Prior experience with Integrated Library Systems, with higher preference for experience with

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- General proficiency using common software applications, such as Microsoft Office Suite (Word, Excel, Access, PowerPoint), Google Drive (Docs and Spreadsheets), cloud data storage, and email applications such as Gmail or bCal.
- Academic Library experience.
- Experience working with student employees.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

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Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

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

Contact

N/A

University of California, Berkeley

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