Library Circulation Supervisor  
Andrew L. Bouwhuis Library

The part-time Circulation Supervisor is a member of the ALB Library staff. Under the direction of the Public Services Supervisor the Circulation Supervisor performs a variety of customer service, and clerical functions during the evening and weekend hours. The Circulation Supervisor is the customer’s first contact with Library service that provides assistance with the operation, and maintenance of the Service Desk.

Duties and Responsibilities:
- Establishes, demonstrates and maintains a commitment to high level customer service providing a model for support staff and student employees.
- Interprets library policies and procedures for patrons while handling their questions or concerns in a professional and friendly manner.
- Provides circulation assistance to students, faculty, staff, and alumni.
- Assists with the evaluation of circulation procedures, making recommendations for improvements to service and efficiency.
- Assists with the training, and scheduling of work-study student employees on nights and weekends.
- Participates in periodic evaluation of assigned employees.
- Assists with stack maintenance to insure an accurate inventory level.
- Process funds including money security, collection of fines, replacement fees, and other income.
- Assists with opening and closing procedures.
- Under the guidance of the Circulation Coordinator, maintains a current level of proficiency with ILS technology.
- Manages (retrieve, process, and maintain) items for the library hold location.
- Exhibits a commitment to support the Canisius College and the ALB Library mission, vision, goals, and objectives.
- Other duties as assigned by the Public Services Librarian or Library Director.

Qualifications:
- Associates degree and/or 18 months of directly-related library work experience.
- Professional demeanor and ability to work effectively with various constituencies including: prospective students, current students, their families, general public, faculty, administrators.
- Strong organizational and communication skills.
- Strong interpersonal skills: ability to work well within a team environment and independently.
- Computer proficiency with Microsoft products and the ability to learn additional programs.
- Knowledge of Banner desired.
- Supervisory experience desired.

Position: This is a part-time position. The work schedule includes evening/night and weekend hours until 2:00 a.m. some nights. Approximately 20 hours per week.

Application Information: To apply for this position email a cover letter and resume to hr.recruiter@canisius.edu (please put LIBRARY in the subject line of your email) or mail to Human Resources, 2001 Main Street, Buffalo, New York 14208.

Canisius College, a Catholic and Jesuit university, is an independent, co-educational, medium-sized institution of higher education. Minority candidates strongly encouraged to apply. Canisius College is an Equal Opportunity Employer.