Library Circulation Supervisor  
Andrew L. Bouwhuis Library  

The Graduate Assistant 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 paron service, and clerical functions during the evening and weekend hours. The Circulation Supervisor is the patron’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 patron service providing a model for 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 ensure an accurate inventory level.
- Assists with opening and closing procedures.
- Under the guidance of the Public Services Supervisor, maintains a current level of proficiency with ILS (integrated library system) 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 and Library Director.

Qualifications:
- Professional demeanor and ability to work effectively with various constituencies including: prospective students, current students, their families, general public, faculty and administrators.
- Strong organizational and communications.
- Strong interpersonal skills: ability to work well within a team environment and independently.

Canisius College, a Catholic and Jesuit university, is an independent, co-educational, medium-sized institution of higher education.