Circulation Supervisor

**JOB TITLE:** Circulation Supervisor (part-time)

**SUPERVISOR:** Director of Pfeiffer Library

**DIVISION:** Academic Affairs – Academic Excellence, Distinctiveness, & Effectiveness

**DEPARTMENT:** Pfeiffer Library

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**GENERAL JOB DESCRIPTION**

Under the supervision of the Director of Pfeiffer Library, the Circulation Supervisor contributes to student success through library services such as circulation and collection management. The supervisor manages all circulation and interlibrary loan activity as well as the hiring, training, and managing the library’s student workforce. The ability to anticipate needs, think creatively, and produce quality results with many interruptions is essential to success in the position. There may be opportunities to learn more advanced library functions such as cataloging or archival description. The hours are flexible, but some nights and weekends may be required.

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**MAJOR DUTIES AND RESPONSIBILITES**

The Circulation Supervisor is a part-time staff position offering up to 20 hours of work per week that is responsible for the following duties:

- Helps lead user-centered public service operations on-campus in reference, circulation, and interlibrary loan.
- Hires and supervises library student employees including training and scheduling.
- Assists with maintenance, arrangement, cataloging, and inventory of materials collections and equipment as required; prepares new materials for shelving.
- Assists with the organization and operation of circulation and inventory activities/projects. Maintains records of circulation activities.
- Searches, monitors, and creates requests and reports on all interlibrary loan transactions. Maintains records of ILL activity.
- Processes and manages course reserve items including outreach partnership materials.
- Updates records of holdings, title changes, and frequencies of periodicals, journals, and monographs.
- Claims missing, lost and not-received periodicals, journals, and newspapers.
- Communicates computer, technological, and system problems in the library’s space.
- Represents Pfeiffer Library at various institutional, consortia, and professional events or committees.
- Contributes to the overall goals of the Pfeiffer Library and Tiffin University.
- Performs other duties as assigned.
QUALIFICATIONS FOR THE JOB

Education:
- A bachelor’s degree is required.
- Current library/information science master’s students and recent graduates are encouraged to apply.

Experience:
- Prior library and/or supervisory experience is preferred.

Other:
- A positive attitude with excellent customer service skills is required.
- A careful attention to detail and a passion for student success is required.

EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

Interdependence:  Fosters collaboration across the University
Communication:  Strong decision making and communication skills
Accountability:  Formulates effective and progressive strategies aligned with University mission and values
Respect:  Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together.
Entrepreneurship:  Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods. Ability to push carts up to 30 lbs. Ability to lift and place books onto a shelf.

ALL QUALIFIED APPLICANTS

Qualified applicants should send a cover letter and resume along with at least 3 professional references via email to tuemployment@tiffin.edu

We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our values. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race,
religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator, perryfantinis@tiffin.edu or 419-448-3504 or visit: http://www.tiffin.edu/institutionaldiversity