Department/Position: Connection Center/Conaton Learning Commons & McDonald Library- Circulation (2)

Appointment Date: 1st position: June 1st, 2019 – May 8th, 2020
2nd position: August 19th, 2019 – May 8th, 2020

Hrs. per week/Wage: 10 hrs./$8.55 per hour (or current minimum wage)

Specific hours required; set 2 shifts/week:
SUN, 10am-5pm or 8pm-1am
MON, 8pm-1am
TUES, 8pm-1am
WED, 8pm-1am
THUR, 8pm-1am
SAT, 8am-1pm or 1pm-5pm

Responsibilities: Assists patrons at the desk by locating materials, answering general directional questions, and solving problems with computer workstations and other equipment. Use the library online catalog and automated circulation system to perform simple functions such as checking materials in and out, collecting fines, or updating patron records. Responsible for opening and/or closing the Learning Commons and Library buildings, depending on scheduled shift. Responsible for supervising student workers and Connection Center activities in the absence of full-time staff. Aids during emergencies. Communicates issues to supervisors as necessary.

Qualifications: Strong customer service orientation, experience with computers and ability to troubleshoot minor computer problems; familiar with the role of the Library within the university; excellent communication and problem solving skills. Previous library experience and/or supervisory experience preferred.

Tuition Remission: 1st position:
Summer 2019: 1.5 credit hours
Fall 2019: 6 credit hours
Spring 2020: 6 credit hours
Remission rate not to exceed current MA/MS rate of $640.00 for 2019-20

2nd position:
Fall 2019: 6 credit hours
Spring 2020: 6 credit hours
Remission rate not to exceed current MA/MS rate of $640.00 for 2019-20
Application Instructions: Please email a completed application, resume, and cover letter to Megan Martin at martinm29@xavier.edu no later than Wednesday, March 20, 2019 to be considered for the position.

Hiring Supervisor: Megan Martin

Mailing Address: Xavier University
Conaton Learning Commons
Attn: Megan Martin
3800 Victory Pkwy.
Cincinnati, OH 45207-1120

Email Address: martinm29@xavier.edu

Employment Forms: On-Campus Employment Forms are required after you have been hired and before you begin working.