

Ball State University
Position Description

Department: University Libraries

Dept Code: 12300

PC#: 503097

Salary Grade: 9 N

Position Title: Access Services Evening Coordinator

Reports To: Bookstacks Supervisor

Revision Dates: 2/2001; 9/2005; 8/2007; 7/2008

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: Students.

Position Function:

Direct the operations of the Bookstacks and Periodical/Reserve/Microforms area in the evenings; includes the supervision of students.

Duties/Responsibilities:

1. Manage Bookstacks during evenings and in the absence of the Bookstacks Supervisor; oversee the reshelving and organization of books and bound periodicals; assist with relocation projects; monitor and evaluate Bookstacks procedures and student staffing in the evenings and recommend changes to the Bookstacks Supervisor.
2. Provide service to library users in Periodical/Reserve/Microforms, including assistance with internet stations, interpreting library policies and procedures, the use of specialized microforms equipment, and access to electronic and print resources; assist with the scheduling of group conference rooms; dispense the microforms key to authorized personnel.
3. Prepare, place, and maintain materials on electronic and traditional reserve for Ball State University faculty requests using a variety of computer software applications to scan, edit, link and publish materials on the university's server to make them available for users; communicate with faculty regarding status of reserve materials, problems with reserve materials; ensure requests meet copyright guidelines.
4. Service area photocopiers, microform reader/printers, and Internet terminals as needed.
5. Monitor security conditions of Bracken Library; monitor building alarms and handle problems/emergencies should they arise.
6. Supervise students, including hiring, scheduling, training, and the recommendation of personnel actions.
7. Provide coverage and supervision for the Main Circulation area in the absence of area personnel.
8. Perform other related duties as assigned.
9. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Up to eighteen months of related training or education beyond high school or equivalent.

Experience: Over one through three years of related experience; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education: Associate's degree.

Experience: Library and supervisory experience.