**Job Title:** University Library Circulation Assistant / Student Supervisor

**Salary Information:** $9.00 per hour

**Job Description and Duties:** As part of the Access Services Team, the Circulation Assistant/Student Supervisor is responsible for supervising the circulation desk and student assistants as well as assisting patrons. Applicant must be a Graduate Level student and be available to work nights and weekends. Work-Study is preferred. This is on a semester to semester basis.

**Duties will include:**

* Assisting patrons regarding bills and fines
* Operating the cash register
* Checking materials out to patrons
* Discharging returned materials
* Assisting with reserves resources
* Sorting, filling, routing and re-shelving of materials
* Providing support for the full-time staff
* Opening and Closing the building

**Required Qualifications:**

* Graduate student status
* Ability to work well independently, as well as in a team environment
* Flexible and dependable (schedules including nights and weekends)
* Positive attitude
* Ability to work in a busy environment, handle multiple priorities, and learn new procedures quickly
* Strong commitment to excellent customer service
* Able to communicate effectively with customers, peers, and supervisors
* Experience with standard office equipment

**Hours:**

12 – 15 hours per week: Hours include night and weekend shifts.

 Hours needed: T**hursday 6pm – 12am And some daytime hours**

**Complete application at** [**https://pthe.ulib.iupui.edu/**](https://pthe.ulib.iupui.edu/)

Contact Information:

John Cooper jpcooper@iupui.edu