

Circulation Team Leader

Western Michigan University Thomas M. Cooley Law School
Grand Rapids Campus

Western Michigan University Thomas M. Cooley Law School seeks a full-time Circulation Team Leader for its Grand Rapids campus. Under the supervision of the Head of Public Services, the Circulation Team Leader is responsible for assisting Library patrons at the Circulation Desk; shelving books; supervising and training student workers in Circulation procedures and Collection Maintenance; opening or closing the Library; conducting searches for missing materials; scheduling group study room reservations; and loose-leaf filing. Performs other duties as assigned.

Required: Associates Degree in Library Sciences or significant library experience. Strong customer service orientation. Excellent attention to detail. Excellent written and oral communication skills.

Please send a cover letter, resume and list of references via email to hr@cooley.edu. Please include "Circulation Team Leader-GR" in the subject line. Mrs. Amy Fedewa, Human Resources Generalist, WMU-Cooley Law School, 300 S. Capitol Ave., Lansing, Michigan 48933. We are an equal employment opportunity employer. For further information about WMU-Cooley Law School, please visit www.cooley.edu.