

VACANCY NOTICE

Library Access Services Manager

STATUS: Full Time

DIVISION: Library

REPORTS TO: Library Director

SUPERVISES: Library Circulation Assistant, Work Study Students

FLSA STATUS: Non-exempt

POSITION SUMMARY:

The Access Services Manager is responsible for overseeing the daily operations of the library facility and circulation services. The Manager assists with placing materials on course reserve, reporting periodical claims, and handling faculty and student material requests. This position also trains and schedules all work study students in the Main Library.

DUTIES AND RESPONSIBILITIES:

- Manage and coordinate the daily operations of the library facility and circulation services
- Supervise work study student staff and other paraprofessional staff as needed
- Maintain and interpret statistics on attendance, peak hours of operation, fines, and other information as needed
- Manage course reserves processing and upkeep
- Act as the final arbitrator for patron complaints regarding circulation
- Oversee periodicals, including loading records, quick cataloging, and filing claims
- Assist with processing new library acquisitions
- Provide basic reference and information services to library patrons
- Work a flexible schedule as needed, with possible evening and weekend hours to ensure appropriate coverage of the library facility
- Ensure a friendly, welcoming environment and atmosphere that pulls from and exemplifies current trends and innovative practices within the library field
- Other duties as assigned

QUALIFICATIONS:

Required Qualifications:

- Associate's or Bachelor's degree
- Experience working in a library
- Knowledge of databases such as integrated library systems (KOHA)
- Skills in standard office software such as Microsoft Word and Excel
- Excellent oral and written communication skills
- Ability to work in a team environment as well as independently
- Supervisory or managerial skills
- Self-motivation, reliability, and punctuality
- Strong customer service skills
- Versatile problem solving and troubleshooting skills

Preferred Qualifications:

- Coursework in art and design disciplines
- Experience participating in interlibrary loan services
- Experience with book repair

WORKING CONDITIONS:

This job operates in an academic environment. This role routinely uses standard office equipment, such as computers, phones, photocopiers, rolling stacks, and displays.

PHYSICAL DEMANDS:

This position requires the ability to lift 25 pounds.

About CCS

College for Creative Studies is a nonprofit institution; it is one of the leading art and design colleges in the world. CCS is ranked by LinkedIn as a top three design school in the US and the best in the Midwest, based on alumni success. CCS has state-of-the-art facilities to support the complete range of creative production, from traditional art forms such as painting, glassblowing, foundry, and printmaking, to the most contemporary systems, including the latest digital imaging technology and extensive rapid prototyping output tools. The College currently enrolls more than 1,400 undergraduate and graduate students. It offers a Bachelor of Fine Arts in 13 majors: Advertising Copywriting, Advertising Design, Art Education, Communication Design, Crafts, Entertainment Arts, Fashion Accessories Design, Fine Arts, Illustration, Interior Design, Photography, Product Design, and Transportation Design. It also offers a Master of Fine Arts in four majors: Color and Materials Design, Interaction Design, Integrated Design, and Transportation Design.

To apply:

Applicants are encouraged to apply immediately. The search will close when a suitable candidate is hired. Interested candidates should submit the following in PDF format: **Resume and a letter of application should be submitted to: hr@collegeforcreativestudies.edu**

Library Website: <http://libguides.collegeforcreativestudies.edu/home>

CCS website: <http://www.collegeforcreativestudies.edu/>

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