Full-time, regular staff position working second shift (Sunday-Thursday, 3:30 pm – 12:00 am; some holidays)

Position Summary

- Position is responsible for the operation of the Library Circulation Desk, Interlibrary Loan, and stack maintenance activities during evening hours.
- Position will coordinate all work activities of staff and student employees on the second shift.
- Circulation staff and students provide access to local materials, course reserves, media, and materials borrowed from other libraries.
- Being the main service desk, circulation staff regularly answers questions regarding the collection, aid patrons in locating print and electronic resources, and refer as appropriate.
- Excellent customer service and a strong understanding of library policy and practice is a must.
- Stack maintenance duties will include shelving materials, shelf reading, cleaning shelves and materials, and inventory control.
- Position will also aid in coordinating and carrying out collection shifts and relocations of various sizes.
- This position has a high level of responsibility in that it ensures work duties are coordinated and carried out in an efficient manner with little direct supervision.
- Due to the dynamic nature of the library environment assignments vary depending on operational needs.

Qualifications

Education/experience/licensing
- Associates degree or equivalent
- One year public service experience in an academic library setting

Communication and other skills
- Proven history of offering excellent customer service
- Effective written and oral communication skills
- Evidence of ability to work well with diverse populations
- Strong interpersonal skills
- Evidence of problem solving and decision making skills
- Demonstrated knowledge of the Microsoft Office Suite
  Proven ability to work collaboratively with colleagues, faculty, staff, and students
- Ability to organize manual and electronic records
- Ability to work under pressure
- Ability to perform detail-oriented work efficiently and accurately
- Ability to calculate fractions, decimals and percentages
Preferred Qualifications

- applied knowledge of OhioLINK
- applied knowledge in the use of research databases
- applied knowledge Innovative Interfaces Library Management System.

Bargaining Unit eligibility: AFSCME
Pay Range: Starting at $14.81

The Mulford Library and University of Toledo Libraries

The Mulford Library is an academic health center library based on the Health Science Campus, providing health and medical information services to the University. Our primary clientele are students, faculty, and staff members in the Colleges of Health Sciences, Medicine and Life Sciences, Nursing, and Pharmacy, as well as learners in our graduate medical education programs (resident physicians), and the staff of University of Toledo Medical Center. We have 4.2 FTE faculty librarians, and 4.5 FTE staff members. Mulford is part of the University of Toledo Libraries, which includes the Carlson Library and the McMaster Engineering Library, both based on the Main Campus. The University of Toledo Libraries is a founding member of OhioLINK, the statewide network of academic libraries. Centralized services (special collections, acquisitions, cataloging, computer services, reserves processing, and interlibrary loan) are based at the Carlson Library. The University Libraries has 18 faculty members and 15.5 staff members, including Mulford faculty and staff.

The University of Toledo

The University of Toledo is a student-centered, public metropolitan research university with 23,000 students. It is one of 14 state universities in Ohio, established in 1872 and became a member of the state university system in 1967. We offer more than 300 undergraduate, graduate, and professional programs. The Health Science Campus is home to graduate and professional health programs, as well as the University Medical Center. It is also home to the Jacobs Interprofessional Immersive Simulation Center, which improves patient safety and quality of care by training health care professionals using simulation models, simulated clinical settings, and 3D virtual immersive environments.

The City of Toledo

The City of Toledo is the fourth largest city in Ohio, located at the western end of Lake Erie. It is home to vibrant neighborhoods; cultural attractions such as the Toledo Museum of Art; family fun at the Toledo Zoo, in the Metroparks, and on the bike trails; and year-around sports with the Mud Hens (baseball) and the Walleye (hockey).

To apply

Go to https://jobs.utoledo.edu/applicants/jsp/shared/Welcome_css.jsp to upload a resume and a list of at least three references. Review of applications begins on April 4, 2016, and the position is open until filled. The University of Toledo is an equal access, equal opportunity, affirmative action employer and educator.