

Wisconsin Lutheran College
Position Description

Position Title: Library Building Night/Weekend Supervisor
Department: Library
Division: Academic Affairs
Reports to: Interim Director of Library Services
FLSA Status: Non-Exempt (.43 FTE)
Called Position: No
Revised: May 2020

Position Summary:

The Library Building Supervisor provides security and assistance for all users of the Marvin M Schwan Library Sunday-Thursday from 6-10 pm August 31 – May 19.

Primary Responsibilities:

1. Assist WLC students with printing & other computer issues such as logins, word processing, and opening/saving pdf documents.
2. Refer students with research questions to librarian via email.
3. Understand & apply Emergency procedures when needed
4. Monitor Library email inbox, copying librarian if reply sent or forwarding to librarian.
5. Supervise library Student Assistants to ensure closing routines are completed.
6. Complete other projects as assigned by librarian and/or Dean of Academic Success.
7. Email a daily update to librarian on activities, questions, and observations from the library desk during work hours.
8. Clear main & upper floors of users, lock doors, & turn off lights at the end of the day.

REQUIREMENTS

Education and Experience:

- Minimum of a bachelor's degree and/or minimum of two (2) years of relevant work experience is required.
- Experience in a college residential life/community, and particularly a Christian college learning environment is a definite plus.

Knowledge, Skills, and Abilities:

- Excellent service orientation, attitude, and passion to serve others, particularly students and team members with the interpersonal, customer service and problem solving skills to deliver top level service consistently.

- Proven team player with desire and demonstrated ability to work well and engage students, as well as a variety of constituents, including co-workers, faculty, and staff.
- Ability to use a computer and related software, printer, copier, telephone, voicemail, and related office efficiency tools/equipment.
- Strong ability to work in a collaborative dynamic team environment, flexing to priorities.
- Must have the ability to work independently, be resourceful, problem solve and proceed to accomplish objectives without supervision, yet exercise judgment on when to escalate to appropriate WLC mission partner.
- Must have the ability to treat each student and their cultural heritage with gentleness, patience, love, and respect.

Wisconsin Lutheran College's Code of Christian Conduct

- Must have the ability to serve as a role model for students and should exhibit behavior that reflects wisdom, understanding, moral judgment, courage, counsel, knowledge, holy living, and fear of the Lord.
- Must have the ability to conduct duties and responsibilities in a manner which is consistent WLC's affiliation with the Wisconsin Evangelical Lutheran Synod.