

**Posted:** October 24, 2023



## POSITION ANNOUNCEMENT

**TITLE:** COORDINATOR FOR CIRCULATION

**DEPT:** LIBRARY

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$35,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

**INTERNAL POSTING THROUGH:** November 2, 2023\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

The Library Circulation Coordinator is responsible for managing the Library's Circulation Desk. These tasks include, but are not limited to the following services: providing front-end customer service through various methods, general upkeep of building and monitoring of public equipment, coordinating and supporting Circulation functions in the library. Responsible for ensuring the building is properly staffed during open hours which may require covering Circulation staff shifts. Will normally work 8am to 5pm, Monday to Friday, but actual hours will be based on needed services which may happen outside regular hours. This position supervises the Circulation desk student workers and assists the Library Director with other special projects, including SRS. Interacts closely with Coordinator of Library Operations.

### JOB FUNCTIONS:

- New & existing student outreach program design and implementation. 20%
- Program data collection, analyses, and reporting. 5%
- Oversees the operation of the Circulation Desk, including opening & closing, building security, staffing, and services, stack & materials management. 40%
- Hires, supervises, and evaluates Circulation student workers. Maintains a customer service oriented staff through training, supervision and assessment. Responsible for the oversight of the student worker budget. 20%
- Maintains information by regularly updating the library calendar, forms, and manuals. Updates webpages as needed. Contributes to the review, development, and implementation of library policies and procedures. Is an active participant in staff meetings. 10%
- Coordinates with library management to plan and implement projects, including developing and establishing deadlines, goals, objectives, workflow, and operational procedures for those projects. 5%

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. Bachelor's degree - Area of study: Education, Academic Support, Student Services, Mathematics, Sciences, Engineering, or other related field. Supervisory and office management experience. Demonstrated ability to work independently and as part of a team. Excellent oral and written communication skills.

### DESIRED QUALIFICATIONS:

Experience with NMT administrative and financial procedures. Experience in academic services at a collegiate level.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 15%	Sitting 30%	Walking 15%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 5%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)