RE-OPEN 12/10/20
POSITION ANNOUNCEMENT

TITLE: CIRCULATION OSL/ COORDINATOR DEPT: OSL/ LIBRARY

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $33,000
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: Concurrent*. 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 DUTIES:
The position is responsible for managing the Library’s Circulation desk, as well as working with the Library Director to support the day-to-day operations of the Library’s Office for Student Learning. In Library Circulation Coordination, these tasks include, but are not limited to, the following services: providing front-end customer service through various methods; scheduling regular staff & student works; general upkeep of building and monitoring of public equipment, coordinating & supporting Circulation/ OSL functions in the library & across campus; ensuring the building is properly staffed during open hours. Will normally work 8am–5pm Mon-Fri, but actual hours will be based on needed services which may happen outside regular hours. This position supervises the Circulation desk and student workers and assists Library Director with other special projects. In OSL coordination, these tasks include, but are not limited to, the following services: assist with the planning, development, implementation, and evaluation of programs including outreach, academic tutoring, peer mentoring, and Learning Communities for undergrads, and the Student Research Symposium, Oversees OSL marketing, as well as website and social media.

REQUIRED QUALIFICATIONS:
Must be able to read and comprehend instructions, write information and complete simple forms. Bachelor’s degree required area of study Education, Academic Support, Student Services, Mathematics, Sciences, Engineering, or related field. Experience working in higher education required. Experience in an academic service at a collegiate level required. Demonstrate ability to work independently and as part of a team. Excellent oral and written communication skills required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 080, Socorro, NM 87801