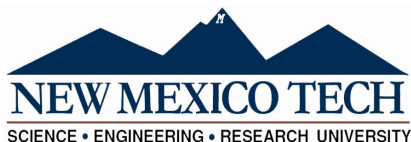


Posted: July 27, 2022



## POSITION ANNOUNCEMENT

TITLE: CIRCULATION/ OSL COORDINATOR

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: 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 Library Circulation/OSL Coordinator 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 (OSL). 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 workers; 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 staff & student workers and assists Library Director with other special projects. In OSL coordination, these tasks include, but are not limited to, the following services: assists with the planning, development, implementation, and evaluation of programs including outreach, academic tutoring, and the Student Research Symposium. Oversees OSL marketing, as well as website and social media. Supervises the work of the OSL student workers, in coordination with the OSL Student Support Coordinator, and assists the Library Director with other special OSL projects. Interacts closely with Coordinator of Library Operations.

### 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. Experience working in higher education required. Experience in academic services at a collegiate level required. Demonstrated ability to work independently and as part of a team required. Excellent oral and written communication skills required.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Box 125, Socorro, NM 87801