Position: Library Circulation Manager

Start Date: July 1, 2015

Summary: Montreat College seeks a support staff person to manage circulation services in the Montreat College Library to support all college degree programs. Some evening and weekend work is required. This is a 12-month, full-time position that reports to the Library Director.

Duties and Responsibilities:

- Supervises all circulation desk functions, including checking in/out materials, registering new patrons, and patron assistance. Serves as the primary point of contact for library users.
- Provides basic reference assistance, including assistance with accessing and locating information through the public access catalog and computer databases.
- Manages organization and access to course reserves.
- Supervises, trains, and schedules library student assistants. Collaborates with the Financial Aid and Business Offices to support student assistants.
- Works at least one evening a week in the library.
- Provides oversight of the circulation desk as needed to cover scheduling gaps. Must have flexibility to work from noon to 1 p.m. and from 5 to 7 p.m. as needed in the absence of student assistants. Occasional evening shifts from 7 p.m. to 12 a.m. may be required.
- Works on a weekend rotation with other library staff.
- Assists with opening the library at 8 a.m. as needed.
- Assists with shelving materials and shelf reading.
- Manages audiovisual equipment circulation.
- Assists with processing gifts and donations.
- Schedules room reservations in library.
- Performs other duties as assigned by librarians.

Education: A bachelor’s degree is required. Experience in a library is desirable.
Qualifications: Excellent customer service skills; strong verbal, written, and spoken communication skills are required. Familiarity with word processing and Microsoft applications required. Ability to learn the online circulation system required. Scheduling flexibility and ability to work independently on nights and weekends required as well as an ability to work cooperatively within a small team.

Expectations: Successful candidates will demonstrate a professional and personal commitment to the mission, vision, and values of Montreat College. That commitment includes general support for Christian liberal arts education and the ability to integrate faith and learning.

Application Deadline and Materials: Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:
1) Letter of Application
2) Curriculum Vitae
3) Transcripts of Undergraduate and Graduate Work
4) Statement of Faith
5) Statement of Philosophy of Christian Higher Education
6) List of Three References with Contact Information

Application Materials may Be Sent To:
Ms. Elizabeth Pearson
Library Director
epearson@montreat.edu

or by mail to:

Ms. Elizabeth Pearson, Library Director
Montreat College Library
PO Box 1297
Montreat, North Carolina 28757

About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites
supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.