

**Daytime Circulation Coordinator**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=227493>

Downloaded On: Jul. 3, 2024 1:46am

Posted Dec. 14, 2023, set to expire Aug. 4, 2024

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|-----------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>            | Daytime Circulation Coordinator                                                                           |
| <b>Department</b>           | Law Library                                                                                               |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Dec. 14, 2023                                                                                             |
| <b>Application Deadline</b> | Open until filled                                                                                         |
| <b>Position Start Date</b>  | Available immediately                                                                                     |
| <b>Job Categories</b>       | Professional Staff                                                                                        |
| <b>Academic Field(s)</b>    | Library Sciences (all categories)                                                                         |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/47062">https://www.ubjobs.buffalo.edu/postings/47062</a> |
| <b>Apply By Email</b>       |                                                                                                           |
| <b>Job Description</b>      |                                                                                                           |

### **Position Summary**

As the Daytime Circulation Coordinator, you will play a critical role in ensuring the Law Library meets the diverse needs of the [Law School](#) and University communities by providing the resources, space, and services to support research, learning, and teaching.

As the Daytime Circulation Coordinator, your primary duties will include:

- Opening the Law Library on a daily basis.
- Staffing the Service Desk and assisting patrons with locating library materials, circulation of library materials and equipment, questions related to library accounts, user requests, and all other services.

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- Administering and overseeing the hiring, training, and scheduling of student assistants in the Law Library.
- Coordinating the rotation of library displays, and assisting with the design and creation of library displays to ensure their timeliness and relevancy to current law school, library, and external events.
- Monitoring user behavior within the library and working closely and consultatively with colleagues in the Law Library, and UB Police and Facilities personnel to ensure optimal user services, safety, and building access.
- Assisting with stack maintenance, including filing, reshelving, and shifting materials.

The University Libraries is a welcoming multicultural environment that serves an increasingly diverse constituency of patrons. Our employees, services, collections, and policies honor and reflect this diversity and we invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- A bachelor's degree *or* an associate degree with 2 years of experience in a library or similar public-facing position. A combination of education and experience may be considered in lieu of

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the education requirement.

- Familiarity with the needs of library users and the function of a library service desk.
- Excellent customer service skills including the ability to engage, interact and communicate with patience, clarity, tact, and courtesy.
- Demonstrated awareness of the challenges and opportunities for justice, diversity, inclusion, equity and access in staffing, services, collections, and physical spaces within the libraries, the university, and in higher education.
- Proven analytical skills and the ability to solve problems by finding solutions that are steered by existing guidelines, policies, and procedures.
- Proven ability to work independently and manage priorities without day-to-day supervision.

**Preferred Qualifications**

- A master's degree in library and information science from an ALA-accredited institution.
- Experience supervising student employees.
- Experience in an academic, public, law firm, or government library.
- General understanding of the mission and functions of a research library and the information needs of academic users.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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