

## **Employment Opportunity – University at Buffalo Libraries Law Library Evening Supervisor**

The University at Buffalo Libraries seek a highly motivated, detail-oriented professional with excellent customer service skills to join a team of library professionals from the Charles B. Sears Law Library who are committed to providing library users with the resources they need for research, learning, and teaching.

Key responsibilities include:

- Manage the evening operation of the Law Library, providing front-line customer service to library users assisting with the selection, use and borrowing of library materials;
- Hire, train, schedule, and manage a crew of student assistants;
- Support Delivery+, the libraries' document delivery service, during evening hours to ensure that all delivery service activities are completed efficiently and in accordance with established policies;
- Manage the course reserves operation located in the Law Library, using established service standards, to ensure that course reserve materials are made readily available to library users;
- Oversee the shelving of new and returned books and the orderly arrangement of library collections;
- Work to maintain an inviting environment that is safe and secure for all library occupants who work and study in the Law Library on weekday evenings;
- Be responsible for closing the library and work to resolve security and safety issues during evening hours when necessary.

Named for the Honorable Charles Brown Sears, the Law Library occupies six floors in the center of the Law School. Our services and research collections are carefully tailored to meet the research instruction needs of the University at Buffalo School of Law's students. Our beautiful facility, often referred to as "the heart of the Law School," provides a comfortable, modern setting that is very conducive to the study of law.

Our library's fine collection of more than 600,000 volumes and microform equivalents plus a wide array of online resources in legal and cross-disciplinary subjects is augmented by convenient access to the university's three-million-volume research collection. When research material is not available on campus, UB School of Law students are encouraged to use our extensive and efficient interlibrary loan network. The library's instructional technology resources include a state-of-the-art computer classroom, thirty-three networked computer workstations offering a variety of software, numerous laptop connections, and extensive audiovisual curricular support.

### **Minimum Qualifications:**

- An Associate's degree is required;
- Experience using Microsoft Office applications such as Access, Word, Excel, and Outlook or similar productivity software in a professional work setting;
- Ability to work individually and in team settings;
- Ability to learn about and integrate new technologies;
- Proven ability to work independently and manage priorities without day-to-day supervision;

- Demonstrated ability to stay focused and organized; the incumbent must be able to develop specific goals and plans to prioritize, organize, and accomplish daily tasks and large projects;
- Demonstrated ability to solve problems by finding solutions that are guided by existing guidelines, policies, and procedures;
- A strong commitment to customer service;
- Excellent interpersonal and communication skills are necessary for an incumbent to be successful in this position.

**Preferred Qualifications:**

- One to three years of experience working in a library environment;
- One to three years of customer service experience;
- Previous experience with integrated library management systems such as ExLibris Aleph;
- At least two years of experience supervising and coordinating the work and activities of student assistants;
- Experience using Microsoft Office software to facilitate the collection, analysis and reporting of data.

**Work Hours:** Hours will vary based on academic calendars and operational needs.

**Current work hours:**

Fall and Spring Semesters: Sunday through Thursday 3:15 PM – 11:15 PM

Intersession: Monday through Friday 9:15 AM -5:15 PM

Summer session first half: Monday through Thursday 1:15 PM to 9:15 PM, Friday 9:15 AM – 5:15 PM

Summer session second half: Monday through Friday 9:15 AM – 5:15 PM

**Salary:**

\$39,500 - \$42,000.

**To apply:**

Visit <https://www.ubjobs.buffalo.edu> and search for posting number **P1700152**. All applicants must apply via the UBJobs Web site. Interested candidates should upload a resume and a separate cover letter that includes contact information for three professional references including their email addresses. Please provide reference information at the end of your cover letter. Applications will be accepted through **09/03/2017**.

*The University at Buffalo is an Affirmative Action/Equal Opportunity Employer. The University is dedicated to the goal of building a culturally diverse and pluralistic University community and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups.*