Night Library Manager

Position Summary:
The Night Manager will foster a welcoming and information-rich environment at Brevard College’s J.A. Jones Library during evening hours (currently 6 pm to 11 pm).

Education, Knowledge, Skills, Abilities:
● Preference given to Master’s in Library/Information Science, or equivalent, from an ALA accredited program. Candidates who have completed significant coursework in an MLS program and have a strong customer service background will also be considered.
● Preference to individual with experience with Sierra or other library circulation systems.
● Preference to individual with supervisory experience.
● Strong technology and public service skills required.
● Demonstrated excellence in oral and written communication.

Essential Functions:
● Manage functions of the Library and Experiential Learning Commons (ELC) during evening hours, including implementation of policies and procedures.
● Supervise work study students.
● Staff public service desk and assist patrons in locating and using information.
● Participate in collaborative decision-making with library and ELC teams.
● Compile statistics and reports, as assigned.

Note: This position profile identifies the key responsibilities and expectations of the position. It does not encompass all specific job-related tasks that an employee may be asked to do by his/her supervisor.

This position is a part-time, non-exempt staff position for a 20 hour per week schedule during the academic year. Salary is commensurate with education and experience. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all final candidates being considered for employment.

Please submit your resume and cover letter to marie.jones@brevard.edu.

Brevard College seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply. Brevard College is an equal opportunity employer.