



## **Graduate Assistant JOB POSTING**

<b>Position:</b>	<b>Evening Supervisor</b>
<b>Department:</b>	<b>McCartney Library</b>
<b>Reports to:</b>	<b>John Doncevic College Librarian</b>

**Summary of Responsibilities:** The duties involve library supervision, including oversight of the library undergraduate student workers and supervision of the building and library users to ensure student safety, as well as assisting with minor research assistance as necessary.

Schedule is Monday through Thursday from 8pm to library closing at midnight with one Saturday per semester in rotation with the other library staff. (Accommodation will be made for any evening classes). Training needed to perform all responsibilities will be provided to the selected applicant.

**Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

- A. Train, mentor, and encourage student staff in library services
- B. Become familiar and assist with library operations, including the alma software system
- C. Provide oversight of the library building
- D. Close the library at the end of the shift
- E. Additional tasks as directed

**Performance Development Areas will include:** Communication, Teamwork/Cooperation, Initiative/Interest/Motivation, Adaptability/Flexibility, Stewardship and Safety.

**Qualifications - Minimum:** Fundamental computer skills  
Previous library experience or customer service a plus (not a necessity)  
Service disposition

**Education:** Bachelors Degree  
Previous library experience and/or customer service a plus (not a necessity)

**Christian Commitment:** Eligible candidates must be a thoughtful and articulate Christian and active in a Christian church. The individual should support the College's "Foundational Concepts of Christian Education" by having the ability to integrate a Christian perspective in their work.

**Application Process:** Interested applicants should send a cover letter, resume, John Doncevic at McCartney Library, 3200 College Avenue, Beaver Falls, PA 15010. Applications will be reviewed upon receipt.