

Cornell College

Student Employment Job Description

Date: October 27, 2009

Job Title: Late Night Building and Equipment Supervisor
Cole Library

Work times: From 12:00am until 2:00am
- Sunday nights, Thursday nights, and last Monday and Tuesday of blocks 3-9

Wage: \$7.50/hour

Department: Library

Division: Academic Affairs

Reports To: Circulation Supervisor, Cole Library

Position Summary:

Supervises the building and its contents and provides security in the late evenings.

Principal Duties and Responsibilities - (Essential functions of the position):

1. Responsible for the security of patrons and the building in the evenings when professional librarians are not present. Contacts appropriate Library staff or Campus Safety when problems occur.
2. Provides circulation services to patrons.
3. Assists patrons with public access equipment such as printers, and services these machines (adds toner and paper). Troubleshoots problems and notifies Computing Services of printer/copier failures.
4. Gives patrons notification when the building is about to close; assists security staff with closing. Ensures that designated library machinery is turned off, building is cleared of patrons, and all doors are locked at closing.
5. Other duties as assigned.

Qualifications:

Must be eligible for FEDERAL WORK STUDY funds.

Work Relationships:

Reports directly to the Circulation Supervisor. Regular contact with students in providing assistance with circulation and use of machinery. Regular contact with Campus Safety staff.

Skills, Knowledge, and Abilities:

Capable of acting with authority and sound judgment in regard to security and safety of patrons, building, and library resources. Skills in oral and written communication. Basic computer skills, including e-mail. Ability to work with machinery, e.g. printers, video players.

Physical Working Conditions:

The work is varied, with some sitting, some standing, some lifting, and some walking around.

All requirements are subject to change over time, with possible modifications made to reasonable accommodate individuals with a disability.