

Evening/Weekend Supervisor

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Required Qualifications: (as evidenced by an attached resume)

Bachelor's degree (foreign equivalent or higher). In lieu of a Bachelor's degree, an Associate's degree (foreign equivalent or higher) and two (2) years of experience may be considered.

Preferred Qualifications:

Three (3) years of prior work experience. Experience supervising staff and/or student employees. Experience with library technology, including library integrated management systems and discovery platforms, statistics and scheduling software tools, and office productivity software.

Brief Description of Duties:

The Evening/Weekend Supervisor will work at assigned library services desks at the Stony Brook campus; this requires a high degree of proficiency in access services procedures and customer service. The delivery of library material in support of services such as interlibrary loan, document delivery and reserve is an essential part of our commitment to resource sharing. Supervision and coordination of student employee staff is vital to the operations of the libraries.

The successful incumbent will have:

- Strong customer service experience in a related customer-focused field (hospitality, education support).
- Strong computer skills, including proficiency with Google apps, Microsoft Office products and the Internet.
- Ability to work independently and as part of a team

Duties:

- Assist in overseeing operations in assigned areas, including service desk coverage, student supervision and responding to patron inquiries.
 - Coverage of the Library Services Desk including circulation of library materials, processing of resource sharing and reserve requests, and answering library user questions in person and by phone while referring more complex reference questions to Reference staff. Assist with all aspects of Circulation Services. Assist patrons at the public computers.
 - Knowledge of Access Services policies.
 - Maintain appropriate statistics using library services platform (LSP), gate counts, and other methods.
 - Expected to work independently and communicate effectively with supervisor, team members, and patrons.
- Assist with the supervision of student employees; includes training, scheduling, assigning and reviewing tasks, coordinating with other staff on performance assessment and monitoring work-study balance.
- Assist with processing of resource sharing requests, including assigning requests to appropriate queues and responding to questions about request status. Retrieve, scan, and prepare material for delivery. Requires knowledge of resource sharing policies and ability to

use specialized software such as Alma, ILLiad, course management system, and scanning software and tools.

- Respond to queries about library services and provide basic reference support at service desk, on phone, and online. Full working knowledge of the library services platform, including all functions in regard to patron files, processing of holds and receipt of library fine or fee payments, and knowledge of library resources. Facilitate the response to library maintenance issues and referral to proper personnel.
- Participates in and facilitates stacks maintenance and delivery operations for Access User Services. With guidance from the Head of Access Services; coordinates and participates in the daily operations in support of stacks maintenance and delivery functions.
 - Assign and monitor the daily work of shelving and delivery.
 - Establish procedures and train employees and student employees.
 - Possess knowledge of stacks maintenance best practices and vision of delivery of services in Access & User Services.
 - Maintain appropriate statistics regularly and meet benchmarks for area.
- Maintain technical competency and skills through professional development opportunities. Participate in department and University-wide committees, events and professional organizations.
- Other duties or projects as assigned as appropriate to rank and departmental mission.

Special Notes:

This is a full-time appointment. FLSA Non Exempt position, eligible for the overtime provisions of the FLSA.

This position is located on the Stony Brook campus and the proposed schedule is M-TH 4pm - 12am, Sun 12pm - 8pm.

In addition to the employee's base salary, this position is eligible for \$3,087 UUP annual location pay, paid biweekly.

Essential Position: This has been designated as an essential position based on the duties of the job and the functions performed. Positions that are designated as such may be required to report to work/remain at work even if classes are canceled, and the campus is working on limited operations in an emergency.

For this position, we are unable to sponsor candidates for work visas.

Evening and weekend work will be required at times.

Resume/CV and cover letter should be included with the online application.

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the university Office of Equity and Access (OEA) at (631) 632-6280 or visit [OEA](#).

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed [here](#).

Visit our [WHY WORK HERE](#) page to learn about the **total rewards** we offer.

Job Number: 2400786

Official Job Title: Instructional Support Associate

Job Field: Administrative & Professional (non-Clinical)

Primary Location: US-NY-Stony Brook

Department/Hiring Area: Library

Schedule: Full-time

Shift : Variable Shift Hours: Proposed schedule M-TH 4pm - 12am Sun 12pm - 8pm 37.5 hours a week. During intersessions, winter and summer sessions, hours may change, depending on library operations. During intersessions, winter and summer sessions, hours may change, depending on library operations. During intersessions, winter and summer sessions, hours may change, depending on library operations.

Posting Start Date: Mar 6, 2024

Posting End Date: Apr 5, 2024, 11:59:00 PM

Salary: \$44,000-\$51,000

Appointment Type: Temporary

Salary Grade: SL2

SBU Area: Stony Brook University