University Libraries Library Specialist
The University of Akron
Job #13760 and #13761

Responsibilities
The University Libraries at The University of Akron is hiring two people to fill Library Specialist positions in the Public Services Department. The positions open will focus on either student employee supervision or Makerstudio functions. They will work in a team setting to supervise our busy Library Service Desk, support our Makerstudio, manage our collection stacks, ensure the library remains open and safe during operational hours, and provide supervision and leadership to our excellent group of student employees. Public Services Staff assist library patrons, supervise student employees, interpret and apply library policies, standards, and procedures, manage technology lending services, and provide stellar customer service throughout Bierce Library and library virtual spaces. Both positions are occasionally scheduled a night and/or weekend shift to support student training or campus events.

Library Specialist, Job 13760:
Supervise student assistants: Create and maintain software/app-based schedule of student assistants, interview, hire and train diverse and representative student assistant population, create, update, and enhance student assistant documentation and policy handbook, maintain verbal/written communication with students, manage tiered student assistant retraining and evaluation procedures as needed, supervise student assistant coverage at public service points. Monitors budget and expenditures, gathers statistics, and reports to Assistant Dean, Public Services & Facilities.
Public Services duties: Assists library patrons in person and virtually, security, emergency, and building management, financial hold resolution, follows opening and closing procedures. Process library holds, requests, and deliveries for physical and digital materials for internal and external constituents. Responsible for tracking and expediting requests, managing the user notification system, and supervising the resolution of any financial obligations. Provide limited coverage of Interlibrary Loan and Course Reserve services in the absence of other Public Services staff and in times of high demand. Initiate, design, recommend, and collaborate on various projects to enhance access to services, spaces, and resources.

Library Specialist, Job 13761:
Assist with leadership of the University Libraries Makerstudio, the only Makerstudio on The University of Akron campus accessible to all students from all degree programs. Hire, train, schedule and supervise Makerstudio student employees. Manage Makerstudio campus and public events. Collaborate with University faculty to integrate Makerstudio services into course curriculum and assignments. Promote and budget for updated Makerstudio technology and services. Maintain and enhance access to Makerstudio technology and services. Monitors budget, gathers statistics, and reports to Assistant Dean, Public Services & Facilities.
Perform Stack Management duties by creating and managing formalized stack management system, managing detailed collection reports, supervising inventory and stack maintenance, and collaborating with library collections department professionals. Daily routine Public Services duties that include assisting library patrons in person and virtually, security and building management, financial hold resolution, and following opening and closing procedures. Initiate, design and collaborate on various library related projects. Process library holds, requests, and deliveries for physical and digital materials for internal and external constituents. Responsible for tracking and expediting requests, managing the user notification system, and supervising the resolution of any financial obligations. Provide limited coverage of Interlibrary Loan and Course Reserve services in the absence of other Public Services staff and in times of high demand. Initiate, design, recommend, and collaborate on various projects to enhance access to services, spaces, and resources.
Required Qualifications
Requires 18 months of education or training beyond high school and a minimum of 2 years’ experience in library policies and procedures. Ability to use library systems such as online catalogs, research databases and national library catalogs such as OCLC required. Problem solving skills and the ability to work independently and resolve issues through independent thought and action required. Strong verbal/written communication and customer service skills required. Computer software skills required to input and retrieve data along with the ability to create reports and perform internet searches.

Preferred Qualifications
- Experience with scheduling software
- Prior student assistant supervisory experience
- Relevant Bachelor’s degree
- Familiarity with Integrated Library Systems

Compensation/Grade & Benefits
This position starts at $15.00 hourly and is a grade 117.

The University of Akron offers a competitive total compensation package comprised of a competitive salary and comprehensive benefits for eligible employees including medical, dental, vision, short and long-term disability, life insurance, and paid leave of absences including time off for illness, vacation, and maternity or paternity leave. In addition, eligible employees and their dependents are provided tuition remission. All staff, contract professionals, and eligible non-bargaining unit faculty have the option to request a Flexible Work Arrangement (FWA). The University of Akron participates in state retirement systems and offers alternative retirement options with competitive employer contributions. Optional investment opportunities are available including deferred compensation programs (403(b) and 457(b)). Please visit our benefits home page for more information.

About UA
The University of Akron is a vibrant community driven by collaboration, partnership and a steadfast determination to provide opportunity and success to all learners. The University of Akron believes diversity is a vital element of an equitable and thriving workplace. A diverse workforce is essential as we strive to create a dynamic academic environment that prepares students to be citizens of the world around them, and as we deepen the value we place on our connection to the Greater Akron community.

We celebrate the power of uniqueness, and the strength that coalesces when unique voices are heard. We seek to empower employees to lead in their colleges, departments, offices and divisions. People of all backgrounds work on our campus every day, and we value the contribution of each individual in their commitment to a better University of Akron.

We welcome candidates who are passionate about shaping and inspiring the next generation of thinkers, experts, artists and leaders. Bound and determined to meet every challenge, we continue to climb, to forge new paths and reach new heights – and we want you to join us. Bring your voice. Bring your uniqueness. Bring you. We are Akron. We rise together.

For more information about The University of Akron or the Akron community please visit our About UA page.

Application Instructions
To apply for this position, you must complete the on-line application and attach a resume/curriculum vitae and a list of three professional references to your profile. Please include contact information, including email addresses for your professional references.
After submission of your application, return to the "My Activities" link and upload the required documents to your profile under the "Cover Letters and Attachments" section.

Applicants should fully describe their qualifications and experience with reference to the minimum and preferred qualifications. This is the information on which the initial review of materials will be based. A resume/curriculum vitae will not be accepted in place of any information requested on the application. For assistance with your application or attachments please call Judy Casserman, Human Resources at (330) 972-7097.

**Application Deadline**
Review of applicants will begin December 14, 2022 but will continue until the position is filled.

For complete position details, visit https://www.uakron.edu/hr/job-openings/openings.dot

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**Equal Employment Opportunity**
The University of Akron, as an equal education and employment institution, is committed to achieving a diverse and inclusive workforce. All qualified individuals in its education programs or activities, including applicants for admissions or employment, will receive consideration without regard to race, color, religion, sex, age, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status, or status as a veteran. To further this commitment, the University complies with state and federal laws which prohibit discrimination. Questions or concerns about the administration of this commitment can be directed to the University’s Equal Employment Opportunity and Affirmative Action Office (uakron.edu/hr/eeoaa).

The University also strives to provide an environment free from the negative impacts of gender-based discrimination and harassment as prohibited by Title IX of the Education Amendments Act of 1972. Questions about Title IX can be referred to the University's Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education or both. For more information on Title IX at the University of Akron, including how to contact the Title IX Coordinator, how to file a complaint under Title IX with the University or the Title IX process at the University of Akron, please visit the University’s Title IX page at uakron.edu/title-ix/at-uakron.

**Ohio is State of Residence**
It is the expectation of the University of Akron that all work performed as an employee of the University will be performed in Ohio.