To apply for this position, access [UNCW's job seekers site](https://jobs.uncw.edu), search for the position, and click the Create Application link.

**Working Title:** Evening Supervisor

**Job Title:** University Library Specialist

**Job Category:** Library

**Position Number:** 007818

**Summary of Position**
Manages Circulation services and programs during the evening hours and serves as the shift supervisor for the provision of information services for circulation, reserves, and interlibrary loan. Works effectively with limited supervision, supervises full time staff and student assistants and facilitates customer access to the collections and the smooth operation of various activities including the safety and security of the facility. Assists with planning, training, and evaluation of staff and service delivery.

**Minimum Required Knowledge, Skills, and Abilities**
Graduation from a four-year college or university and one year of experience in a library or archives and/or records management; or high school and five years of experience in a library or archives and/or records management; or equivalent combination of training and experience.

Degrees must be received from appropriately accredited institutions.

All diplomas or degrees must be received from appropriately accredited institutions.

**Knowledge, Skills and Abilities**
Exhibits proficiency in library circulation services, a specialty area incorporating building operations, financial functions, personnel policies and distinct circulation procedures. Interprets and applies specific knowledge to library wide and circulation policies and procedures. Applies knowledge to making decisions about non-routine matters or for unique situations.

Experience and proficiency with word processing, spreadsheets and database programs, preferably Microsoft office suite 2010
Preferred Qualifications:
A minimum of 3 years academic library experience, with at least one year of supervisory or leadership experience but prefer two years of supervisory experience; college degree required.

Work Hours   5 pm - 2 am

Work Days   Sunday - Thursday

Hours Per Week:   40

Months Per Year:   12 months

New Hire Appointment Status:   Permanent

Minimum of Salary Range:   $29,669

Max. Salary Advertised:   37,000

Anticipated Hiring Range:   33,500 - 37,000

Salary Grade Equivalency:   70

Business need for career banded position:   Advanced

Special Instructions to Applicants
PLEASE NOTE: You will be required to attach a cover letter and resume to successfully apply for this position. To receive full consideration, please be sure you have completed the 'Work History' section of the application before you apply for this position.

This position is being recruited at the Advanced Level. If no applicants apply who meet the required competency and training & experience requirements, then management may consider other applicants. Salary would be determined based on competencies, equity, budget, and market considerations.

The Salary Grade Equivalent for this position is a Grade 70.

Position FLSA:   Subject to Overtime

Job Posting Date   07-26-2012

Job Closing Date   08-13-2012