

Head of Circulation  
Virginia Military Institute

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Posted Mar. 5, 2024, set to expire Jul. 7, 2024

**Job Title** Head of Circulation  
**Department** Preston Library  
**Institution** Virginia Military Institute  
24450, Virginia

**Date** Mar. 5, 2024  
**Posted**

**Application** Open until filled  
**Deadline**  
**Position** Available immediately  
**Start Date**

**Job** Associate/Assistant Director  
**Categories**

**Academic** Computing/Informational Services  
**Field(s)**  
Business & Administration  
Library Services

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**Job**  
**Description**

Virginia Military Institute is accepting applications for the Head of Circulation. The Head of Circulation

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position leads and supervises staffing, training, and service quality for the Service Desk which is open year-round up to 18 hours per day and often 7 days per week. This position is responsible for Library circulation workflows, procedures, and policies; building security; and collections inventory and maintenance. This position reports to the Director of the Library.

**Essential Job Duties:**

- Provides leadership for the Service Desk which includes staffing the service desk, coordination of service desk coverage, applying knowledge of policies and complex automation systems to circulation of library materials.
- Provides training and supervision of (1 part-time staff member, and approximately 23 Cadet Assistants).
- Responsible for the advertising, interviewing, hiring, training and supervision of Cadet Assistants.
- Responsible for the maintenance of the library's physical collections, including re-shelving, shifting, and inventory.
- Fluency in the circulation module of the library's integrated system, Koha.
- Collaborates with VMI's- Information Technology Department to address technology issues with library services.
- Oversees building security, in partnership with VMI Police and Physical Plant Lock Shop.
- Coordinates, communicates, and assesses opening, closing, security, and weather-related policies involving use of the building.
- Sets, updates, and communicates the library's circulation policies, operating hours, and special notices and events in collaboration with offices Post-wide.
- Other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree or equivalent experience in a professional office environment.
- Management experience.
- Ability to work independently, actively seek the satisfactory resolution of problems, be flexible and accountable, manage competing responsibilities, prioritize tasks, and consistently meet deadlines.
- Ability to establish and maintain effective working relationships with colleagues, faculty, staff, and cadets in a higher education environment.
- Demonstrate ability to provide outstanding customer service and a commitment to public service.
- Effective interpersonal and communication (verbal, written, listening) skills.
- Proven ability to maintain confidentiality, sound judgment, and discretion in all areas of work.
- Proficient in Microsoft Office Suite.

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**Preferred Qualifications:**

- Experience working in an academic library or higher education information center.
- Familiarity with circulation module in Koha or equivalent integrated library system.
- Familiarity with Springshare LibGuides.

**Physical:**

- Must be able to perform essential duties satisfactorily with reasonable accommodation.
- Essential physical requirements of the job are sitting, talking, typing, kneeling, standing, pulling, grasping, seeing, balancing, crouching, walking, lifting, tactile sense, hearing, stooping, reaching, pushing, fingering, repetitive motions, talking.

**EEO/AA Policy**

VMI is an Equal Opportunity Employer. In a continuing effort to enrich its academic environment and provide equal education and employment opportunities, VMI encourages women, minorities, disabled individuals, and veterans to apply. AmeriCorps, Peace Corps, and other national service alumni are also encouraged to apply. VMI will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to employment, educational opportunities, programs and services

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Preston Library  
Virginia Military Institute  
Virginia Military Institute  
24450, VA 24450

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