



**McCain Library
Erskine College and Seminary**

Job Title and Description:

LIBRARY CIRCULATION MANAGER

Erskine College and Theological Seminary located in Due West, South Carolina has a current opening for Library Circulation Manager at McCain Library.

The Library Circulation Manager is a twelve-month full-time staff position reporting to the Associate Dean of the Library. The position is responsible for the management of the circulation department, supervision of student workers, and other related duties as assigned. Some evening and/or weekend hours may be occasionally assigned.

Primary Job Duties:

- Check-out/check-in of materials from the collection
- Creation and management of patron records in the library system
- Scheduling and supervision of student workers
- Management of course reserves
- Re-shelving of materials

Requirements:

- Embrace, support, and promote Erskine College's Christian mission and philosophy of Christian higher education Bachelor's Degree

- Strong organizational skills with commitment to deadlines
- Strong interpersonal and communication skills
- Ability to work in a team environment as well as independently
- Basic computer experience
- Ability to perform physical work associated with the shelving of books and periodicals

Preferred:

- Previous library experience
- Previous supervisory experience

Application Process:

To ensure full consideration, interested candidates should complete the on-line application, which can be found [here](#). The on-line application includes a link to upload a letter of application, a resume, and a list of references.