

I. WLS Level: 6

II. Description Of Duties For This Position:

A. Manage and train a team of students for Building Manager positions, to support the normal business hours after professional staff leave and to open and close Hutchins Library on weekends.

B. Develop/Coordinate the work of the Building Managers regarding training schedules, cross training, stacks maintenance, cleaning, scheduling, etc.

C. Schedule meetings with Building Managers as needed to discuss various issues.

D. Meet with Labor Supervisor (full-time staff supervisor) to discuss any issues that arise.

E. Responsible for scheduling student staff to ensure coverage for open library hours.

F. Responsibility for opening/closing Hutchins Library which includes maintaining keys/codes for building doors and alarms, authority to make open and closing/emergency announcements for all patrons, and keeping the building open until midnight through the week and on the weekends.

G. Filling in when there is an absence of a Building Manager.

H. Participate in the interview process for the Building Managers and provide input on their evaluations.
I. Display behaviors and values that are consistent with the Berea College Workplace Expectations — both on and off the job.

III. Learning Opportunities For This Position:
   A. Responsibility for the work of other students (train, supervise, and manage). Development in management/leadership skills. Follow through on task/job completion. Ability to make independent decisions.
   B. Encourage and use creativity in the workplace (e.g., create and set up displays, bulletin boards, children's area, arrange seating modules, etc.).
   C. Develop knowledge of how to assess work performances of peers and contribute to the evaluation process along with professional staff.
   D. Opportunity to attend conferences to speak about the Labor Program and their position or most any related work experience. Conference attendance also provides opportunities for instruction sessions, workshops, networking, etc.

IV. Qualifications Needed For This Position:
   A. Highest level of autonomy in this area to be chosen for this position.
   B. Promptness, dependability, commitment to service, trustworthiness, confidentiality, assertiveness, conscientiousness, and good people skills.
   C. Effective communication skills, both oral and written.
   D. Thorough knowledge of library policies and procedures.
   E. Two terms at level 4 or 5 and no forms of academic, labor, or social probation.
   F. Ability to stand for long periods of time, to lead people to sub-basement in case of emergency and to lift and carry heavy items, often climbing steps/ladders to reach to 10' book stacks areas top to bottom.
   G. General to advanced knowledge of circulation and/or reference work.
   H. Must be good at organizing and retaining information.