The Albert B. Alkek Library at Texas State University is seeking a Library Assistant III: Night Manager. Reporting to the Library Assistant IV: Head Circulation Assistant, the Night Manager will serve as the main point of contact for building personnel and manage all aspects of the operation of Circulation/Reserve evenings and weekends, supervising one part time LAII as well as a number of student workers. The typical work schedule for the Night Manager during the Fall and Spring semesters will be 6pm to 3am Sunday through Thursday. The work schedule for both Summer semesters will be 1pm to 9pm Sunday and 2pm to 11pm Monday through Thursday.

**RESPONSIBILITIES:** Directly manage a team of one part-time Library Assistant II and several student employees, including hiring, training, supervising, timekeeping, and performance evaluation. Monitor student employee budget. Interact with patrons in person, by phone, by chat, or email regarding all aspects of Circulation/Reserve services. Resolve problems that escalate beyond student employee capabilities. Verify that other service points throughout the building are staffed evenings and weekends and contact appropriate supervisors if service points are not covered. Oversee handling of cash and credit card transactions for Alkek Library evenings and weekends. Monitor building security. Handle noise complaints as they arise. Provide direction to two security guards evenings and weekends. Handle facilities problems/concerns in the prescribed manner. Close building at end of daily operations 5 days per week.

**QUALIFICATIONS:**

**Required:** Supervisory experience; ability to effectively train staff and student workers for a customer-service environment; written, oral, and interpersonal communication skills to interactive effectively with patrons and staff; ability to analyze situations, solve problems, and make decisions appropriately; ability to work under pressure in a fast-paced environment; experience in and knowledge of credit card, cash register, and cash handling processes and procedures; moderate skill in using Microsoft Word, Excel, and Outlook; intermediate math skills and ability to prepare statistical reports; ability to serve as point of contact for the building on nights/weekends.

**Preferred:** Knowledge of Library of Congress classification system and integrated library system circulation module. Knowledge of university and library policies.

**SALARY AND BENEFITS:** $2,190 - $2,946 monthly commensurate with qualifications and experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

**BACKGROUND CHECK:** Employment with Texas State University is contingent upon the outcome of a criminal history background check.

Texas State's 38,661 students choose from 98 bachelor’s, 93 master’s and 14 doctoral degree programs offered by the following colleges: **Applied Arts**, **McCoy College of Business Administration**, **Education**, **Fine Arts and Communication**, **Health Professions**, **Liberal Arts**, **Science and Engineering**, **University College** and The **Graduate College**. As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

Application information:

Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.