



## **Student Circulation Clerk**

### **REPORTS TO**

Nancy Marcum

### **DEPARTMENT**

Library

### **EFFECTIVE DATE:**

August 1, 2020

### **JOB SUMMARY**

Primary Purpose of Position.

Offering great customer service, willingness to learn Library of Congress organization, checking books in and out for library patrons, retrieving reserve books and other reserve materials, shelving books and other materials, tidying up the SNU Library, assisting patrons with copiers, printers, computers, etc., assisting with opening and closing the SNU Library, weeding and scanning books, in addition to special projects, as assigned.

#### **Essential Functions:**

- Essential Function 1 Checking books in and out for library patrons
- Essential Function 2 Shelving books and other materials.
- Ability to work under pressure and meet deadlines.
- Ability to maintain positive interpersonal relationships.
- Ability to work independently.
- Ability to operate office equipment.
- Ability to provide quality customer service.
- Additional duties as assigned.

#### **Required Qualifications:**

- High school graduate.
- Possess strong verbal and written communication skills.
- Ability to prioritize multiple demands in fast pace work environment.
- Typing and spelling competency.
- Experience with various computer software applications.
- Data entry experience.

#### **Supervision Received:**

- Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.



- **Updated: April 15, 2019**
- **SOUTHERN NAZARENE UNIVERSITY**
- **DIVERSITY STATEMENT**
- Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.
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- **SOUTHERN NAZARENE UNIVERSITY**
- **NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**
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- Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:
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- Employees contact:
- Gail Collier
- Director of Human Resources
- Southern Nazarene University
- 6729 NW 39<sup>th</sup> Expressway
- Bresee Hall, Room 306
- Bethany, OK 73008
- [405-491-6333](tel:405-491-6333)/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)
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- Dr. Lena Crouso
- Vice-President for Intercultural Learning and Engagement, Chief Diversity Officer
- Southern Nazarene University
- 6727 NW 39th Expressway
- Bresee Suite 200
- Bethany, OK 73008
- 405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)
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- Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:
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- **Student Contact:**
- Marian Redwine
- Associate Vice President of Student Life
- Southern Nazarene University



- 6729 NW Expressway
- Webster Commons, Lower Level
- Bethany, OK 73008
- [405-491-6336](tel:405-491-6336)/ Email: [maredwine@snu.edu](mailto:maredwine@snu.edu)
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- Gail Collier
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- **TITLE IX DISCLOSURE**
- Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.
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- No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, including dismissal or termination of employment.