



## **Circulation, Interlibrary Loan, and Administrative Coordinator**

Full Time / Salary / Exempt 10-month position

### **REPORTS TO**

**Library Director**

### **DEPARTMENT**

R. T. Williams Library

### **EFFECTIVE DATE**

January 2022

### **JOB SUMMARY**

This position is responsible for circulation management, Interlibrary Loan requests, and regular administrative assistant responsibilities.

### **RESPONSIBILITIES**

#### **Essential Functions:**

##### **Circulation**

- Management and supervision of student circulation staff.
- Hire and train student staff.
- Administrator Overdue fines, holds and notifications
- Make circulation schedules for student workers.
- Sign off on timesheets to confirm hours worked.
- Maintain the cash drawer, including turning in deposits to the director.
- Assign shelf readings as needed.

##### **Interlibrary Loan**

- Effectively and efficiently manage interlibrary loan functions for faculty/staff/students.
- Communicate with ILL lending and borrowing libraries.
- Process and approve ILL articles and book loans.
- Process ILL borrowed material.
- Communicate with SNU Library patrons regarding requested ILL material.
- Maintain and update ILL policies.
- Manage/maintain statistics and fines.

##### **Administrative Assistant**

- Deal with departmental invoicing from all supply, book, and material orders.
- Maintain departmental calendars including the Honors classroom, the Conference Room, and the Library Cafe.
- Answer phone and route calls to the person requested or relevant department.



- Manage supply orders and subsequent distribution.
- Put in maintenance requests and deal with general maintenance issues as they occur.
- Other duties as assigned by the director.

**Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity.
- College graduate.
- Minimum of two years of related work experience and/or relevant training.
- Possess strong verbal and written communication skills.
- Ability to prioritize multiple demands in a fast-paced work environment.
- Typing and spelling competency.
- Experience with various computer software applications.
- Data entry experience.

**Preferred Qualifications:**

- Bachelor's degree or relevant experience.
- Computer experience, including experience with Microsoft Office Suite.
- Must be detail-oriented and accurate.
- Excellent English communication skills, both verbal and written.
- Must work well with people

**Supervision Received:**

Receives supervision and work assignments from a designated supervisor.

**Supervision Exercised:**

Responsible for the coordination of work assignments for student employees

Apply Online for this position at <https://snu.edu/employment/>

**BENEFITS**

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.



**Updated: August 17, 2020**

**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.

**SOUTHERN NAZARENE UNIVERSITY  
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

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:

**Students contact:**

Dean of Students  
Southern Nazarene University  
Office of Student Life  
6612 NW 42nd St.  
Webster Commons, Lower Level Suite 110A  
Bethany, OK 73008  
405-491-6336/ Email: [kbradley@snu.edu](mailto:kbradley@snu.edu)

**Employees contact:**

Director of Human Resources (or immediate supervisor)  
Southern Nazarene University  
6729 NW Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
405-491-6333/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

**Chief Diversity Officer**

Vice-President for Intercultural Learning and Engagement  
Southern Nazarene University  
6729 NW 39th Expressway  
Bresee Suite 200  
Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:



**Executive Vice President**

Southern Nazarene University

6729 NW Expressway

Bresee Suite 202

Bethany, OK 73008

[405-491-6306](tel:405-491-6306)/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)

**TITLE IX DISCLOSURE**

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

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.



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, up to and including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).