

Brescia University's Mission: We are a Catholic Ursuline university forming compassionate, critical thinkers through a holistic and deeply personal education.

Library Circulation Manager

Responsible for overseeing the day-to-day operations of the University Library ensuring it effectively supports Brescia's academic and research needs. Will manage student workers, ensure policy compliance, resolve patron issues, and provide high-quality service for student and faculty success.

Experience and Education requirements:

- Bachelor's degree required
- 2 years of customer service experience; library experience preferred
- Proficient with Microsoft Office especially with Excel spreadsheets
- Strong attention to detail regarding records and workflow
- Excellent interpersonal, oral/written communication skills
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Responsibilities are, but not limited to:

- Oversee all circulation related functions, including maintaining a current circulation calendar in the online library catalog system, managing the circulation desk, tracking overdue books
- Schedule, train and supervise student workers to use the online catalog system, assist with inventory, assist library users
- Maintain library LibGuide for student and staff training
- Communicate with faculty to maintain reserve collection
- Assist library users with the catalog system, databases and other access points to the library
- Prepare monthly and annual reports including annual inventory of all barcoded items for submission to Library Director
- Create and post library content on social media accounts to effectively engage with patrons
- Assist director with planning and executing library social events and displays

To apply, please submit your resume to HR@Brescia.edu

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

This employer participates in the Electronic Employment Verification Program. In compliance with federal law, all persons hired at Brescia University will need to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.