

Job Title: Circulation Desk Coordinator

Erikson Institute, a graduate school for child development, early childhood education, and social work located in downtown Chicago, is seeking to hire a circulation desk coordinator for the Edward Neisser Library.

Roles & Responsibilities:

The Edward Neisser Library houses a unique collection of approximately 20,000 volumes that support the family and social services, child development and early childhood education curricula at the Institute. We seek an energetic and tech-savvy Circulation Desk Coordinator to join our small and collaborative staff to coordinate the activities at the main service desk in the library. Duties include hiring, training, and scheduling student library employees, collection maintenance, and operating the circulation, security, and inventory systems at use in the library. Reporting to the Library Director, the Circulation Desk Coordinator will also coordinate the processing of required course materials and copyright payments, and assist in processing interlibrary loan requests. Other duties as assigned; some evenings and weekends may be required.

Qualifications:

Required:

- Evidence of strong written, verbal, and interpersonal communication skills.
- Flexibility appropriate for a dynamic, collaborative work setting
- Enthusiasm for working with diverse groups of people in a user-focused library setting

Desired:

- Associate's degree or equivalent
- Subject background in Education, Psychology, Human Development, or Social Work.
- 2 or more years of related experience in a higher education or library setting
- Supervisory experience

About Erikson

Founded in 1966, Erikson Institute is one of the nation's leading graduate schools in child development and early childhood education. It is a private, independent, NCA-accredited graduate school offering master's degrees, a Ph.D., graduate certificates, and professional development courses in child development, early childhood education, and social work. Erikson provides a variety of employee benefits, including excellent health and dental plans, life/disability insurance, transit stipend, matching retirement contributions, and more. To learn more, visit our Web site at www.erikson.edu

Erikson Institute is an equal opportunity employer. We consider all applicants for employment without regard to race, religion, color, age, sex, national origin, citizenship, ancestry, marital or parental status, sexual orientation including gender identity, gender expression, military discharge status, physical or mental disability, or any other status or characteristic protected by

law. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws (including during the application or hiring process).

To Apply:

Please email cover letter and resume to:

Erikson Institute

Attn: Library Search

451 North LaSalle Street

Chicago, IL 60654

email: librarysearch@erikson.edu

Absolutely NO phone inquiries accepted.