

Department/Position: **Conaton Learning Commons & McDonald Library- Circulation (2)**

Appointment Date: August 18, 2025-May 8, 2026

Hrs. per week/Wage: 10 hrs./\$10.70 per hour (or current minimum wage)

Specific hours required; 2 shifts/week:

SUN, 12pm-5pm or 6pm-11pm

MON, 6pm-11pm

TUES, 6pm-11pm

WED, 6pm-11pm

THUR, 6pm-11pm

SAT, 8am-1pm or 1pm-5pm

Responsibilities: Serves in a supervisory capacity in absence of full-time staff. Responsible for overseeing operations at library public service desk, aiding in building emergencies, and supervising undergraduate student employees. Assists in opening or closing the Library and Learning Commons, depending on scheduled shifts. Communicates issues to supervisor(s). Responsible for one high-level task as assigned. Depending on staffing levels, may also sit at public service desk helping patrons find resources, checking items in and out, and answering phone calls. May assist in undergraduate student employee duties, such as shelving materials, or processing items.

Qualifications: Strong customer service orientation. Excellent communication and problem-solving skills. Ability to balance collaboration with and leadership of co-workers. Experience supervising and/or training others preferred.

Tuition Remission: Fall 2025: 6 credit hours
Spring 2026: 6 credit hours
Remission rate not to exceed current MA/MS rate of \$722.00 for 2025-2026

Hiring Supervisor: Megan Kickbush

Mailing Address: Xavier University Conaton Learning
Commons
Attn: Megan Kickbush
3800 Victory Pkwy.
Cincinnati, OH 45207-1120

Email Address: Please send application materials to:
kickbushm@xavier.edu

Deadline to apply: March 21st, 2025