Our company is searching for experienced candidates for the position of shift supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for shift supervisor

- Supervises and directs the hiring, training and evaluating student employees
- Responsibility for building and patron security which includes opening the building on Saturdays throughout the year closing the building on Fridays and Saturdays during the summer
- Troubleshoots, diagnoses and resolves issues/requests
- Interacts closely with Library's Exit/Security student staff and the DPS staff to ensure that the library is secure and that the Library's Code of Conduct is followed
- Communicates security and maintenance issues via incident reports
- Utilizes knowledge of library services and resources to assist patrons and may recommend potential alternative solutions or exceptions
- Maintains a high level of customer service while assisting a diverse population of patrons
- Interacts with Noble, Architecture, Music, West, Polytechnic, High Density Collection and Law Libraries for Circulation/ Reserve problems
- Retrieves material from the outside book drop, using either a cart or bin for processing
- Processes Phone Renewals and Distance Education FedEx requests, including prepping, packaging, shipping and statistics

Qualifications for shift supervisor

- Good command of English , both written ad spoken

- 2+ years of supervisory experience preferably in transportation or manufacturing
- Experience using Microsoft Word (to write business correspondence), Excel (for use of spreadsheets, reporting, simple formulas) and Outlook (for internal and external correspondence)
- Must be willing and able to work rotating shifts – Currently, shifts are 12 hours rotating 4 days on, 4 days off
- A minimum of 5 or more years of supervisory experience with responsibility over direct reports within a manufacturing environment