



Wingate University **Position Description**

Position Title: Evening Facilities Manager, Ethel K. Smith Library

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website:

<http://www.wingate.edu>

FLSA Classification: Part Time / Non-Exempt Staff

Job Summary:

The Evening Facilities Manager works cooperatively with the Reference Librarians to cultivate a Library environment that is conducive to both individual and group study. This manager will provide guidance, discipline and encouragement to the student assistant staff and serves as caretaker of the facility. This is a part-time, 10-month position working Sunday-Thursday, 6pm to 11:15pm (Wingate campus academic sessions; Fall and Spring semesters only; hours extended/adjusted during exams).

Primary Duties and Responsibilities:

- Supervise and assist in the training of student assistants at the Circulation, Periodical, and Reference desks.
- Maintain close communication with the Public Services Manager to provide consistent level of high-quality patron service at the Circulation and Periodical Desk during evening hours.
- Ensure patron issues concerning access to information, Library policies, and facility use are addressed with poise and courtesy.
- Deliver front-line assistance with technological applications and equipment.
- Monitor the Library facility on a regular basis.
- Maintain an atmosphere among patrons that is conducive to a typical library environment.
- Work closely with Campus Safety regarding any safety issues and medical emergencies.
- Close the Library each evening (Sundays-Thursdays).

Minimum Requirements:

- High school diploma required; Bachelor's degree preferred.
- Computer experience required (specific knowledge of Excel, PowerPoint, Publisher and Word).
- Managerial abilities, analytical skills, flexibility and creativity in problem solving.
- Crafted skill in written and oral communications.
- Excellent organizational skills.

Salaries at Wingate are competitive and commensurate with experience. **No benefits are offered with this part-time position.** Please send a letter of interest, resume/CV, and contact information of three references to hr@wingate.edu

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.