Franklin College has an opening in the B.F. Hamilton Library for an Access Services Coordinator. The Access Services Coordinator is responsible for ensuring a high level of service to all users of the library by hiring, training, and supervising over 20 student assistants who become the main point of contact for the library’s public services when staff members are unavailable. Students provide evening and weekend support, but the coordinator will need to provide supplementary coverage as needed to ensure continuity of library services. This is a full-time, hourly, non-exempt position reporting to the Director of Library Services.

The Access Services Coordinator also oversees resource sharing and works closely with consortial partners to ensure timely access to material. He/she/they also respond to faculty requests for course reserves. This position requires tact, diplomacy, and discretion when working with patrons, both on and off campus, as well as the ability to work both independently and as part of a team. All library staff members have primary job functions but also serve as backups to other team members as appropriate.

The coordinator should have a working knowledge of Microsoft Word and Excel and have experience with internet or database searching. Administrative responsibilities include preparing budgets, gathering data, and managing circulation and interlibrary loan statistics. Qualifications include the ability to provide customer service at a high level, good organizational and analytical skills, and the willingness to be flexible. Preferred qualifications also include coursework at the college level and supervisory experience.

Benefits package includes health, dental, and vision insurance, life and disability insurance, paid time off, retirement plan, EAP, and tuition benefits for employee and their family. Review of applications will begin immediately. To apply for position please send resume, cover letter and names and contact information for three references via the online application link – Franklin College Staff Application.

Contact Human Resources with additional questions.

Office of Human Resources
Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.