



POSITION ANNOUNCEMENT

Library Circulation Coordinator (Part-Time)

The Milwaukee Institute of Art & Design (MIAD) invites applications for a part-time Library Circulation Coordinator for the upcoming academic year.

The Library Circulation Coordinator oversees the daily operation of the library circulation desk and serves as the first point of contact for students, faculty, staff, and visitors entering the library. The coordinator supervises student library clerks, maintains library collections, and provides excellent customer service while helping patrons access physical and digital resources.

This 20-hour-per-week, part-time position reports to the Director of Library Services. The regular schedule includes one to two evening shifts (until 8:00 p.m.) Monday through Thursday during the fall and spring semesters.

Primary Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as the Director of Library Services may deem necessary from time to time.

1. Provide effective management of public service operations of the circulation desk (reserves, resource sharing, and circulation).
2. Maintain order in the library stacks and assist with the maintenance of physical order throughout the library.
3. Oversee the transfer of materials to/from other SWITCH Consortium libraries and participate in appropriate SWITCH meetings and training sessions.
4. With the Library Director, recruit, hire, train, schedule and supervise 6 – 10 student circulation library clerks and one material processing student clerk. Conduct regular performance evaluations for all clerks.
5. Handle print magazine subscription check-in and claims using Alma and EBSCONET.
6. Secure library revenue and receipts; work with the Business Office to bill patrons for lost or damaged materials and/or place library holds on transcripts.
7. Provide individual research assistance to library patrons.
8. Other duties as assigned.

Required Qualifications and Experience

- Bachelor's degree required, or an equivalent combination of education and directly related professional experience.
- 2-3 years of successful library work experience
- Excellent communication, interpersonal, and customer service skills
- Ability to use a computer with strong working knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Exceptional organizational skills, problem-solving skills, attention to detail and accuracy; the ability to set and keep deadlines

Preferred Skills, Knowledge and Abilities

- Familiarity with the functions of an academic library
- Demonstrated experience with all library access service functions including resource sharing, reserves, and circulation, using an integrated library system (ILS)
- Strong public service orientation and ability to work independently and collaboratively
- Management and supervisory experience preferred
- Demonstrated ability to work with a diverse community of students, faculty and staff
- Background knowledge in art, art history, or design a plus

Application Process and Deadline:

Qualified applicants should submit the following information in **one (1) pdf** document via email to: **library_search_group@miad.edu** with the subject line: LCC– Last name, First Name

- A letter of interest/cover letter
- A resume
- Three (3) professional reference names and contact information.

Initial review of applications will begin on August 10, 2026, and will continue until the position is filled.

About MIAD: For over 50 years, the **Milwaukee Institute of Art & Design (MIAD)** has provided a transformative creative education, igniting curiosity through art, design, and service. As Wisconsin's leading private, nonprofit art and design college, MIAD prepares students for diverse, fulfilling, and financially rewarding careers through innovative, entrepreneurial thinking in a student-focused community.

Today, MIAD enrolls over 800 students annually in its nationally ranked BFA programs, including Communication Design, Illustration, Animation Track (Illustration), Product Design, Fashion and Apparel Design, Fine Art + New Studio Practice, and Interior Architecture and Design. Student enrollment has grown 40% in the past decade, with a strong emphasis on innovation, empathy, and community engagement.

Beyond the classroom, MIAD fosters cultural experiences and community impact through robust youth programs, nonprofit partnerships, and corporate collaborations, strengthening Milwaukee's creative economy.

Looking forward, MIAD remains a dynamic educational and creative force, addressing broad societal needs through action, intention, and expression.

MIAD is committed to a teaching, learning, and working environment free from all forms of discrimination and harassment. The college prohibits students, employees, contractors, volunteers, and visitors from engaging in discrimination and harassment based on any individual's age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity, gender expression, genetic information, religion, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off MIAD premises during nonworking hours, and any other legally protected characteristic. This prohibition applies to all of MIAD's educational programs and activities—including admissions—as well as all employment actions, including but not limited to recruiting, hiring, promotion, demotion, compensation, and benefits.