



**OAKWOOD UNIVERSITY**  
*EMPLOYEE SERVICES/HUMAN RESOURCES*

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Evening Supervisor  
**DEPARTMENT:** Library  
**STATUS:** Regular Part-time (25 hours)

**QUALIFICATIONS:**

*Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.*

- College graduate preferred. Will consider mature individual with at least 2 years of college.
- Previous supervisory experience.
- Ability to work independently, with minimum supervision.
- Good interpersonal skills.

**BRIEF DESCRIPTION OF DUTIES:**

- Provide supervisory, reference and information to library users.
- Monitor library to ensure an atmosphere conducive to study and learning.
- Supervisory approximately 5 students employees.
- Maintain daily statistics of library use.
- Other duties as assigned.



**SALARY:** Commensurate with education and experience

**POSTING DATE:** August 2022

**CLOSING DATE:** Opened until Filled.

**HOW TO APPLY:** Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

**REQUIRED DOCUMENTS:**

Completed Employment Application  
Vita/Resume  
Copy of Degree/transcript

Email: [Hroffice@oakwood.edu](mailto:Hroffice@oakwood.edu)

Oakwood University participates in 

**\*\*OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER\*\***

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◆ **God First** ◆