

**EVENING LIBRARY ASSOCIATE, PART-TIME**

JOHN BULOW CAMPBELL LIBRARY

**POSITION DESCRIPTION**

**GENERAL DESCRIPTION:** The Evening Library Associate, under the direction of the Assistant Director of Public Services, is responsible for the functioning of the library on weeknights and weekends. With inclusive attention to serving the community in all learning modalities (in-person, online, and hybrid), the Evening Library Associate will staff the circulation desk, provide reference and other educational services to library users, and oversee the work of student assistants at night and on weekends. The Evening Library Associate will cooperate with the rest of the library staff to ensure quality services to library users in ways consistent with Library policies and procedures.

**ESSENTIAL FUNCTIONS:**

1. Work regularly scheduled part-time hours per week as directed by the Assistant Director of Public Services.
2. Monitor circulation desk email, log requests, deliver (scan/copy) requests to patrons when appropriate, and staff the circulation desk as needed.
3. Provide reference services to the seminary community and other patrons, including answering reference questions routed to the circulation desk email.
4. Provide library instructions to library users as requested and answer questions routed to the circulation desk email.
5. Create and maintain the Seminary Booklists for each academic term.
6. Populate and execute the Required Readings spreadsheet for each term.
7. Oversee and supervise student staff.
8. Assist with shelving as needed.
9. Assist with the receipt and delivery of Interlibrary Loan materials.
10. Other duties as assigned by the Assistant Director of Public Services, the Director of Public Services, and the Senior Director of the Library.

**MINIMUM REQUIREMENTS:**

- Master's degree in religion/theology or related field OR Bachelor's degree and a minimum of three years relevant experience working in a theological library or academic library
- Customer-service experience
- Available to work evenings and weekends
- Experience with automated integrated library systems is strongly preferred

**KNOWLEDGE/SKILLS/ABILITIES:**

- Reference services skills
- Ability to teach patrons to use the library, including searching techniques
- Experience with electronic databases and web pages
- Experience with MS Office
- Excellent interpersonal communication skills
- Accuracy and attention to detail
- Ability to supervise student workers

**CLASSIFICATION:**

- Part-time
- Non-exempt (\$15.00 per hour/10.5 hours per week)

**PHYSICAL DEMANDS:** Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to intermittent sitting, standing, stooping, crouching, bending, crawling, walking, pushing, and lifting objects to 40 lbs. Work is performed in a library setting.

**NORMAL WORK HOURS:** The hours will typically be Monday through Thursday, 12:30 p.m.-7:00 p.m., and Sunday, 3:00 p.m.-7:00 p.m., when classes are in session, divided among two or three individuals. The schedule will be similar during the summer sessions. Some coverage for staff vacations is possible.

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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