

**Western Theological Seminary  
Job Description**

<b>Job Title</b>	Library Student Staff
<b>Department</b>	Cook Library
<b>Reports To</b>	Director of Cook Library
<b>Work Schedule</b>	as scheduled with Director
<b>Date</b>	August 2020

**Summary of Responsibilities**

Assist in achieving the mission of Western Theological Seminary to “prepare Christians called by God to lead the church in mission” by assisting patrons with access to Cook Library resources.

**Essential duties and responsibilities (Other duties may be assigned)**

- Communicate regularly with colleagues and supervisor
- Welcome patrons and answer basic reference questions
- Observe all safety protocols set by WTS & Cook Library
- Perform online chat reference and reference tracking
- Retrieve and prepare patron requests
- Retrieve books from exterior book bin
- Quarantine and re-shelve returned books
- Assist patrons with checking library materials in and out
- Shelf read, clean, and straighten-out book shelves
- Digitize materials for course reserves, requests, and Interlibrary Loan
- Process books and periodicals (technical processing)
- Enter data into Alma database
- Set up and tear down library displays
- Help maintain a clean and orderly library environment

**Knowledge and Abilities**

- Strong attention to detail
- Strong organizational skills
- Excellent verbal and written communication skills
- Excellent teamwork skills and positive attitude
- Working knowledge of Microsoft Office Suite, especially Excel
- Aptitude for learning educational and library-related technology
- Ability to lift up to 40 pounds

**Qualifications**

- Bachelor’s degree or equivalent
- Library experience preferred
- Bilingual (Spanish/English) a plus
- Ability to work evenings and Saturdays