

**Western Theological Seminary
Job Description**

Job Title	Library Student Staff
Department	Cook Library
Reports To	Director of Cook Library
Work Schedule	as scheduled with Director
Date	April 2021

Summary of Responsibilities

Assist in achieving the mission of Western Theological Seminary to “form women and men for faithful Christian ministry and participation in the Triune God’s ongoing redemptive work in the world” by assisting patrons with access to Cook Library resources.

Essential duties and responsibilities (Other duties may be assigned)

- Communicate promptly with librarians and supervisor
- Welcome and assist patrons with basic reference questions
- Observe all WTS health and safety protocols
- Perform online chat reference and reference tracking
- Retrieve library materials for in-house pickup or contactless delivery
- Retrieve books from exterior book bin
- Re-shelve returned books
- Assist patrons with checking library materials in and out
- Shelf read, clean, and straighten, and shift book shelves
- Digitize materials for course reserves, patron requests, and Interlibrary Loan requests
- Process books and periodicals (technical processing)
- Enter patron data into Alma database
- Set up and tear down book and poster displays
- Help maintain a clean and orderly work environment by daily disinfecting surfaces and sweeping high traffic areas

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 but not required
- Bilingual skills (Spanish speaking, reading, and writing) a plus

- Ability to work 15-20 hours weekly including evenings and Saturdays