

Western Theological Seminary
Job Description

Job Title	Library Student Staff
Department	Cook Library
Reports To	Co-Director of Cook Library
Work Schedule	as scheduled with Co-Director of Cook Library
Date	2026-2027 Academic Year

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 all library staff
- Welcome and assist patrons with basic reference questions
- Observe all WTS safety protocols
- Assist patrons with checking out and renewing library materials
- Collect fines and payment for copies
- Fulfill requests for books and digital content
- Check books in, reshelve, shelf read, and shift books
- Physical processing of books and periodicals
- Create new patron records in library system
- Set up and take down displays
- Clean, straighten, and help maintain an orderly work environment

Knowledge and Abilities

- Strong attention to detail
- Strong organizational skills
- Excellent verbal and written communication skills
- Excellent teamwork skills and positive attitude
- Proficiency with Microsoft Office Suite and Google Workspace
- Aptitude for learning educational and library-related technology
- Ability to lift 40 pounds

Qualifications

- Bachelor’s degree or equivalent
- Library experience, academic research, or customer service experience preferred but not required
- Bilingual skills (Spanish speaking, reading, and writing) desired
- Ability to work 15-20 hours weekly including evenings and Saturdays