

Northern Seminary Position Description

Title: Associate Librarian
Department: Library
FLSA Status: Part-Time
Reports to: Library Director

Applicants should email a cover letter and resume to Thomas Lyons <tlyons@seminary.edu>, describing the candidate's experience as relevant to the position. Applications will be reviewed on a rolling basis and will continue until the position is filled.

RESPONSIBILITIES

Under the direction of the Director of Library Services, this role will:

- Assist patrons with the use of library resources via digital meetings and through email correspondence.
- Manage course reserves and digital resources in the LMS and through the institutional providers.
- Oversight of fulfilling resource requests, including Worldshare article requests, digitizing physical resources for students and faculty, and external theses requests.
- Assist in providing research assistance and training for students.
- Assist with annual Library tasks, such as dissertation publishing and statistics reporting.
- Coordination of library circulation including managing library holdings through Alma, monitoring overdue books, and receive/fulfill interlibrary loan requests.
- Coordination of library maintenance including caretaking the library reading room, reshelving/organizing resources, checking drop boxes, and receiving/processing library mail.
- Manage special projects assigned by the Director on an as needed basis.

MINIMUM QUALIFICATIONS:

- Educational background and/or experience providing library services in the Humanities or Theology.
- Knowledge of electronic resources and information technologies related to Biblical Studies, Theology, or related fields
- Familiarity with or capacity to learn about and support the interdisciplinary needs of faculty.
- Demonstrated interpersonal skills with the ability to work independently and collaboratively and to establish and maintain strong relationships with a diverse community of faculty, students, and colleagues.
- Strong commitment to user-centered library service and the ability to work flexibly and creatively in a changing and fast-paced environment with a culturally diverse population.
- Demonstrated effective oral, written, and interpersonal communication skills.

PREFERRED QUALIFICATIONS:

- Preference will be given to those possessing a MLS or equivalent degree from an ALA accredited program.
- Proficiency in one or more non-English languages.
- Proficiency with ALMA and experience with the CARLI Consortium.
- Understanding of current and emerging trends in Biblical Studies, Theology, or related fields.
- Advanced degree in Biblical Studies, Theology, or related fields.
- Expertise in the use of citation management tools such as EndNote, RefWorks, and Zotero.
- Experience with or interest in the digital humanities or digital scholarship.

CORE VALUES

The candidate will demonstrate proficiency in these values: (1) International, Interracial, Intercultural and Mutual, (2) Pastoral/Missional Mindset, (3) Servant Leadership, (4) Teachable.

CORE COMPETENCIES

- **Agreement.** Complies with the Seminary Faith and Community Standard statements.
- **Interpersonal Relationships.** Promotes harmony and cooperation within working relationships; receives and makes assignments well; effectively addresses and resolves conflicts with others
- **Initiative and Self-Reliance.** Takes action without direction; uses sound judgment in decision making; looks for new and better ways to accomplish goals. Works independently.
- **Resourcefulness.** Able to develop contacts, leads, and maintain records accordingly.
- **Trust and Integrity.** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; practices what he or she preaches
- **Compliance.** Complies with all federal guidelines related to FERPA and Higher Education
- **Communication.** Excellent written and oral communication skills
- **Technology.** Technologically fluent and able to use Raiser's Edge or similar database
- **Teamwork.** Comfortable working in a team environment

Equal Opportunity Employer/Statement of Faith:

Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.

Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern's statement of faith and standard of conduct.

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