

Pittsburgh Theological Seminary

HEAD OF PUBLIC SERVICES/ REFERENCE LIBRARIAN

Pittsburgh Theological Seminary, a graduate professional institution of the Presbyterian Church (U.S.A.), seeks a creative, lively and forward-looking person to direct and manage the Library's Public Services Department encompassing Information Literacy, Reference services, Circulation, and Interlibrary Loan, and to serve as lead Reference Librarian.

Position Summary:

The Head of Public Services/Reference Librarian will plan, coordinate and facilitate all aspects of public services including reference, information literacy instruction, interlibrary loan, circulation, reserves, and reference collection development. Responsibilities include teaching and training information literacy skills to faculty, students and other constituencies; reference and research duties; supervision and training of professional and paraprofessional staff, and student assistants.

Qualifications:

The successful candidate will have an ALA-accredited MLS and a history of significant public services experience in an academic setting; a broad knowledge of existing and emerging best practices for public services; demonstrated computer proficiency as well as familiarity with emerging technologies; a broad range of searching and database skills; demonstrated teaching skills and familiarity with information literacy standards; and, a facility for working in a team-oriented environment. Supervisory experience required as well as strong interpersonal and communication skills, and attention to detail. Reading knowledge of foreign languages, especially biblical languages and German highly desirable. A minimum five (5) years' experience in related positions is normally required. Advanced level theological training and experience in an academic theological library is highly desirable.

Salary commensurate with experience. Benefits package includes TIAA-CREF, medical and dental.

Application Information:

Priority consideration will be given to submissions received by August 1, 2011. The position will remain open until filled. Apply by sending cover letter and CV to:

Mrs. Lee Bognar
Business Office
Pittsburgh Theological Seminary
616 North Highland Ave.
Pittsburgh PA 15206