



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

ACQUISITIONS & SERIALS ASSISTANT (LIBRARY)

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

The Acquisitions & Serials Assistant is a full-time position reporting to Barbour Library's Head of Technical Services. The Acquisitions & Serials Assistant supports the technical services team by acquiring and processing library materials and supplies. The Assistant maintains positive vendor relationships by paying invoices in a timely manner and liaising with vendor representatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform a variety of duties, of which the following are illustrative but not limited to:

- Order and receive library materials and supplies
- Pay and record invoices
- Check in serials and claim late issues
- Prepare monthly bindery shipments
- Work with the Electronic Resources Librarian to maintain subscriptions to online resources
- Monitor library expenditures
- Physically process library materials and do minimal repair of damaged books
- Participate in Saturday rotation to staff the library
- Participate in reference desk rotation and provide circulation desk coverage when needed

QUALIFICATION/REQUIREMENTS

Successful applicants should be detail-oriented, able to minimize errors, reliable, and patron oriented. Excellent written communication and organizational skills and the ability to establish priorities, handle multiple projects, and work cooperatively with others in a team environment are crucial.

EDUCATION/TRAINING/EXPERIENCE

- Minimum of two (2) years' experience in related position preferred; demonstrated ability to minimize errors, give careful attention to detail, and complete tasks in a timely manner.
- Strong interpersonal and verbal communication skills; ability to work in a multi-cultural and diverse environment; work proficiently with library software, email and other office technology.
- Ability to solve problems, prioritize tasks, and to work with the library team to provide assistance to library users.
- Experience in higher education or theological education.
- Bachelor's degree preferred.

**WORK ENVIRONMENT**

Business hours are 8:30 am -4:30pm, Monday through Friday and approximately one Saturday per month. There may be the opportunity to work remotely on a Monday or Friday rotation with other library staff after probationary period.

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to be a diversity workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

TO APPLY

Interested candidates should provide a cover letter, a complete CV or resume, names and contact information (phone and e- mail) for three references. Application materials should be submitted to careers@pts.edu.

Review of applications will begin on September 22nd and the position is anticipated to start on November 3rd. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.