



PITTSBURGH THEOLOGICAL SEMINARY LIBRARY ASSISTANT – PART TIME

JOB POSTING

INSTITUTION SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares students for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. 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 denominationally diverse, consisting of Presbyterians, United Methodists, Baptists, Anglicans/Episcopalians, Orthodox, Lutherans, and representatives of a number of other traditions plus nondenominational students.

POSITION SUMMARY:

Pittsburgh Theological Seminary seeks a part-time Library Assistant for the Barbour Library during the 2024/2025 academic year (September 5, 2024 – May 31, 2025).

ESSENTIAL DUTIES:

While reporting to the User Services Librarian the Library Assistant will:

- Welcoming and serving library patrons, maintaining library policies and security
- Checking materials in and out of the library
- Registering new borrowers
- Receiving fines and fees
- Providing basic information about collections, resources, and services
- Overseeing/troubleshooting photocopiers
- Answering and routing telephone calls
- Shelving, shelf-reading, and scanning books for inventory
- Other library duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

- Availability for evening and weekend shifts; adherence to weekly assigned hours
- Able to provide excellent and hospitable customer service to library patrons
- Strong English language oral/written communication skills
- Basic computer/keyboard skills
- Attention to detail and ability to follow instructions
- Follow seminary dress code

- Maintain confidentiality
- Participate in library training sessions
- Able to physically lift books, push/pull loaded book trucks
- Visual and auditory skills
- Ability to bend, stoop, sit, stand, reach and lift up to 25 lbs.

PART-TIME POSITION:

This position is part time and is anticipated to work 10 hours per week during the 2024/2025 academic year. Note that this position will staff one evening shift (5:00 p.m. - 10:00 p.m. weekdays) or a Saturday shift (10:00 a.m. - 2:00 p.m.).

SALARY:

\$12.00 per hour (no benefits are associated with this position)

JOB LOCATION:

616 North Highland Avenue, Pittsburgh, PA 15206

EQUAL EMPLOYMENT OPPORTUNITY:

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state, and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion, or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job related disability, or any other classification protected under applicable law.

TO APPLY:

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

We will begin review of applications as they are received. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.