



Position Announcement
Library Assistant, Part-Time

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, PTS prepares women and men for ministries in established and emerging Christian communities around the world. 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 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

Pittsburgh Theological Seminary seeks a part-time Library Assistant to support daily operations of the Barbour Library during the 2026–2027 academic year (Aug. 31, 2026–May 28, 2027). This customer-focused role provides front-line service to students, faculty, staff, and visitors by assisting with circulation, patron services, library resources, and general library operations. The Library Assistant also helps maintain an organized, welcoming, and efficient library environment through shelving, inventory support, and other operational duties. This position offers an excellent opportunity for desk-friendly study.

ESSENTIAL RESPONSIBILITIES

Reporting to the User Services Librarian the Library Assistant will:

- Welcome and assist library patrons
- Check materials in and out of the library
- Register new borrowers and maintain patron records

- Process fines and fees
- Provide basic information about library collections, resources, and services
- Oversee/troubleshoot photocopiers and printers
- Answer and route telephone calls
- Shelf materials, perform shelf-reading, and scan items for inventory
- Perform other library duties as assigned.

QUALIFICATION/REQUIREMENTS

- Availability for evening and weekend shifts; adherence to weekly assigned hours
- Able to provide friendly, professional customer service to library patrons
- Strong verbal and written communication skills in English
- Basic computer proficiency
- Strong attention to detail and ability to follow established procedures
- Ability to maintain confidentiality and exercise sound judgment
- Ability to comply with Seminary policies, including the employee dress code
- Ability to lift and carry books, push and pull loaded book trucks, and perform the physical requirements of the position, including bending, stooping, reaching, sitting, standing, and lifting up to 25 pounds

WORK ENVIRONMENT

This position is part-time and is anticipated to work between 10-15 hours per week during the 2026/2027 academic year with a possibility of an extension beyond this timeframe. 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.

TO APPLY

Interested candidates should submit a cover letter, resume, and the names and e-mail addresses for three references to careers@pts.edu with the subject line Library Assistant. We will review applications as they are received; and applications will continue to be accepted until the position is filled.

Pittsburgh Theological Seminary will conduct a background check on all final candidates.

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.