



PITTSBURGH THEOLOGICAL SEMINARY TEMPORARY SUMMER WORK CIRCULATION DESK CLERK, BARBOUR LIBRARY

Pittsburgh Theological Seminary seeks a Circulation Desk Clerk for the Barbour Library. This position is part-time and will work 10 hours per week from June 5 to September 1, 2023. Afternoon/evening availability (12:00-4:30 pm; 2:00-7:00 pm during select weeks in June and August).

ESSENTIAL DUTIES & RESPONSIBILITIES:

- 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
 - Overseeing/troubleshooting photocopiers
 - Providing basic information about collections, resources, and services
- Answering and routing telephone calls
- Shelving and scanning books for inventory
- Other library duties as required

QUALIFICATIONS:

- Dependability for weekly assigned hours
- Able to provide excellent customer service
- Strong English language oral/written communication skills
- Basic computer/keyboarding skills
- Attention to detail and ability to follow instructions
- Follow seminary dress code; closed-toe shoes encouraged
- Participate in library training sessions
- Able to physically lift books, push/pull loaded book trucks

SALARY: \$12.00 p/h

TO APPLY: Email a cover letter and resume to Josie Hoover, Director of Human Resources:
jhoover@pts.edu

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.