



PITTSBURGH THEOLOGICAL SEMINARY CIRCULATION DESK CLERK – PART TIME JOB POSTING-JULY 2021

POSITION SUMMARY:

Pittsburgh Theological Seminary is accepting applications for a part time **Circulation Desk Clerk** in the Barbour Library.

While reporting to the User Services Librarian the Circulation Desk Clerk 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
- Overseeing/troubleshooting photocopiers
- Answering and routing telephone calls
- Shelving and scanning books for inventory
- Other library duties as required

QUALIFICATIONS / REQUIREMENTS:

- Availability for evening and weekend shifts; adherence to weekly assigned hours
- Able to provide excellent customer service to library patrons
- 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
- Visual and auditory skills
- Ability to bend, stoop, sit, stand, reach and lift up to 25 lbs.

JOB LOCATION:

616 North Highland Avenue, Pittsburgh, PA 15206

PART TIME POSITION

This position is part time and is anticipated to work 10 to 15 hours per week. Evening and weekend hours may be required. There are no benefit associated with this position. Pay Rate: \$10.25 per hour.

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



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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 the Acquisitions Librarian Search at 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.

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.

In 2015, the Seminary successfully completed a \$26 million capital campaign. These funds were used to introduce a reimagined master's-level curriculum, fully renovate the Clifford E. Barbour Library, make other improvements to the physical campus, endow resource programs in urban ministry and world mission, establish the Center for Writing and Learning Support, develop ecclesial partnerships, and invest in new key personnel. All these initiatives reinforced the Seminary's commitment to collaboration, access, resources, and diversity. The Seminary remains committed to key initiatives from the 2020 Strategic Plan, including becoming an antiracist institution, expanding program delivery, and increasing denominational partnerships and engagement, as well as advancing the institutional master plan.