Pittsburgh Theological Seminary

INTERLIBRARY LOAN / REFERENCE LIBRARIAN
Pittsburgh Theological Seminary, Pittsburgh PA

Pittsburgh Theological Seminary, a graduate professional institution of the Presbyterian Church (U.S.A.), invites applications for the full-time position of Interlibrary Loan / Reference Librarian of the Clifford E. Barbour Library.

Position Summary
The Interlibrary Loan / Reference Librarian performs a variety of duties to support the public and technical services functions of the Library. These duties include responsibility for the Library’s interlibrary loan operations using OCLC’s resource sharing applications; overseeing the library and staff on designated nights and weekends; providing reference and other public service functions as necessary, including student worker training, bibliographic instruction, designing help guides, etc.; and managing the seminary’s online bookstore. Some copy cataloging may be required.

Qualifications
The successful candidate will have an ALA-accredited MLS, MLIS or equivalent. Minimum two (2) years’ experience in related positions normally required; experience in an academic theological library preferred.

Candidate should exhibit a commitment to providing responsive and innovative services in a post-graduate school; excellent reading, writing, and grammar skills; excellent interpersonal relations and communication skills; demonstrated knowledge of integrated library systems preferably Innovative Interfaces’ Sierra system; demonstrated knowledge of general Microsoft office applications and library software, including interlibrary loan and other functions using OCLC applications; knowledge of a variety of library databases; knowledge of basic web design is helpful.

Salary commensurate with experience. Benefits package includes TIAA-CREF, medical and dental.

Application Information
The position will remain open until filled. Apply by sending cover letter and CV to:

Darlene Veghts
Barbour Library
Pittsburgh Theological Seminary
616 North Highland Ave.
Pittsburgh PA 15206
dveghts@pts.edu

Pittsburgh Theological Seminary is an Equal Opportunity Employer.

August 25, 2015