



## **USER SERVICES LIBRARIAN**

### **JANUARY, 2021**

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#### **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 women and men 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 Strategic Plan, including becoming an antiracist institution, expanding program delivery, and increasing denominational partnerships and engagement, as well as advancing the institutional master plan.

Pittsburgh Seminary is related to the Presbyterian Church (USA) yet treasures the fact that its faculty, staff, and students are ecumenically and theologically diverse. We seek a candidate who exhibits a theological hospitality in their teaching and research as they work with students who have a wide variety of vocational interests and goals and who seeks to join other faculty and staff as a member of a larger team. Evidence of commitment to the life of the church is necessary.

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#### **POSITION SUMMARY**



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Reporting to the Library Director, the User Services Librarian (USL) is a professional position in Barbour Library. The USL develops programming, policies, procedures, and services that enhance student success, and that support user access to the library. Major responsibilities include providing library orientation for new students and other library users, developing educational displays, bibliographies, and events in collaboration with student groups and other library users, marketing the library, promoting library services and resources, and managing circulation operations.

#### **ESSENTIAL DUTIES INCLUDE:**

- Develops and evaluates programming that engages the student community
- Provides outreach to other library users
- Manages, creates policies, and develops procedures for library access and circulation operations
- Collaborates with the Research & Instruction Librarian to provide instruction and research assistance, and to create online guides
- Maintains currency of manuals for job position and circulation desk
- Develops professionally and stays current in best practices for job responsibilities by attending conferences, reading library literature, participating in webinars, etc.
- Serves on seminary committees as approved by the Library Director
- Participates in cross-training and performs other professional duties in support of library services, programs, and operations as assigned by the Library Director
- Supervision of circulation clerks including student employees.

#### **EDUCATION, TRAINING, & EXPERIENCE:**

- Commitment to providing responsive and innovative services in a post-graduate, theological school
- Demonstrated knowledge of library automation systems, preferably SirsiDynix Symphony/BLUECloud
- Masters in Library Science (MLS) or equivalent from an American Library Association (ALA) accredited program required
- Minimum two (2) years' experience in related positions preferred
- Theological education and/or experience in an academic theological library preferred

#### **JOB LOCATION**

616 North Highland Avenue, Pittsburgh, PA 15206

Due to the pandemic, this position is working primarily remotely, but may be required to visit the Seminary from time to time.



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### **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 the USER SERVICES LIBRARIAN search at [careers@pts.edu](mailto:careers@pts.edu).

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