



# Access Services Coordinator – Portland

Hours: 40 hours/week (1.0 FTE)

**Accountability:** Director of Library and Information Services

**Position Summary:** The Access Services Coordinator serves as an integral member of the library team and collaborates with other library staff to provide high-quality library services to our students and patrons. The Access Services Coordinator is primarily responsible for providing and maintaining circulation and access-related services.

## Essential Functions:

- Perform effective operation of circulation-related services, practices, and policies.
- Provide technical training and oversight of circulation functions for student workers.
- Maintain efficient interlibrary loan and document delivery services.
- Manage reserve collections in coordination with regional librarians
- Perform acquisition activities in coordination with other library staff.
- Perform copy-cataloging in coordination with other library staff.
- Manage the settings and basic functions of the library circulation system (Koha).

## Required Competencies:

- **Adaptable:** Adjusts nimbly to obstacles or changing conditions to arrive at the desired goal. Takes initiative to creatively address challenges and create solutions in this modern evolving academic library environment.
- **Relational:** Relates well with people and represents the library with courteous and professional service.
- **Organized:** Handles multiple priorities and frequent interruptions, while working with minimal supervision. Thinks strategically about immediate vs future priorities.
- **Communicator:** Expresses self clearly, effectively, and compellingly in written, verbal, and non-verbal modes. Listens carefully to learn and understand communication from others.
- **Detailed-Oriented:** Appreciates the importance of efficient library operations and takes pride in completing complex tasks while minimizing errors.

## Qualifications:



- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- BA/BS Required. An M.A./M.S. degree in or progress toward one of Western's program areas is preferred.
- Prior library experience and/or working knowledge of library organization and functions is preferred.
- Self-directed learning ability, especially for computer software and library systems, is required.
- Intermediate to advanced computer skills, including familiarity with MS Word and Excel is required.
- Ability to carry up to 25 lbs. up and down stairs is required.