



Library Assistant
Portland Campus

HOURS: This is a part-time position 10-14 hrs/week, varying with academic class calendar. Hours will include early evenings and Saturdays.

ACCOUNTABILITY: Director of Library and Information Services

PURPOSE: Provide support for the Library Staff. This general support includes answering phones, handling checkouts, greeting library patrons, doing the courier run to Warner, and other dimensions of library customer service.

REGULAR DUTIES:

1. Manage the circulation desk when other staff are not present
2. Perform circulation activities, such as checking books in and out, renewing materials, charging fines, etc.
3. Answer the phone
4. Arrange and shelve books, periodicals, and audiovisual materials
5. Prepare the desk area for the next day
6. Close and/or open the library
7. Must be willing and able to drive to Warner Pacific 3-5 times per week to pick up and deliver interlibrary loan items using Seminary vehicle
8. Assist patrons with general issues (like using the copier) and answer basic research questions
9. Other duties to be assigned by the library staff
10. Lifting, carrying and loading books, some furniture

QUALIFICATIONS:

- A B.A. degree is required.
- Some library experience is preferred.
- Some experience with computers, photocopiers preferred.
- Some typing skills preferred.
- Must be people-oriented, friendly, service-oriented, responsible and flexible about being interrupted by patrons
- Must be detail-oriented, organized, and conscientious.
- Must be a self-starter and team-worker, but able to work without supervision.
- Able to carry up to 25 lbs. up and down stairs.
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.