GRADUATE THEOLOGICAL UNION
Employment Opportunity

CIRCULATION ASSISTANT - BRANCH LIBRARY
AT THE SAN FRANCISCO THEOLOGICAL SEMINARY

Graduate Theological Union Consortial Library
The Graduate Theological Union (GTU) is an ecumenical consortium of nine theological graduate schools. The SFTS branch library provides library/information services for the SFTS community in coordination with the main library at the GTU.

General Summary
The Circulation Assistant is responsible for the daily operation of the San Francisco Theological Seminary (SFTS) Library.

Essential Duties and Responsibilities
- Oversees day to day activities of the SFTS Library.
- Hires, trains, schedules and supervises student library workers. Reviews and signs timesheets; sends originals to GTU Business Office.
- Responsible for SFTS reserves, serial maintenance, office supplies, stacks maintenance and other ongoing tasks of the library.
- Maintains cash drawer and handles small accounts.
- Oversees maintenance of library spaces. Notifies Facilities Director of problems with heating, lighting, plumbing, elevator, janitorial services, etc. Works with FD on painting, window, and bathroom projects.
- Works with GTU and SFTS IT departments on computer, printer, and telephone matters.
- Handles some reference questions; refers others to GTU Reference librarian.
- Handles correspondence and basic publicity.
- Attends SFTS staff meetings when possible.
- Works with Program Managers of SFTS programs such as Diploma in the Art of Spiritual Direction and Advanced Pastoral Studies to coordinate library hours, distribution of library information, orientation for new students, reserves, etc. Works with Assistant Registrar, Ordination Exams Coordinator, Student Services Office and other SFTS personnel to coordinate reserves, Welcome Week activities, use of rooms in Geneva Hall, policies, safety/emergency issues, etc.
- Attends monthly GTU Library Management Team meetings and quarterly GTU staff meetings in Berkeley.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:
- Bachelor’s degree or equivalent coursework such as an AA in Library Science.
Required Experience/Skills:

- Library experience, preferably in an academic library.
- Experience training and supervising student workers.
- Familiarity with Library of Congress call numbering system.
- Familiarity with Interlibrary Loan procedures and online library catalogs.
- Service orientation; must be able to deal tactfully and efficiently with library patrons including students, faculty and community users.
- Familiarity with Microsoft Word, Excel.

Desired Experience/Skills:

- Familiarity with OCLC, Innovative Interfaces.
- Interest in religion/theology.

Compensation Package

Salary commensurate with experience. Benefits includes family medical and dental, employer contribution to 403(b) retirement account, long term disability insurance, commuter transportation/parking plan, paid vacation/sick/holidays, and a beautiful park-like campus at SFTS in San Anselmo.

Application Process

Candidates should submit a letter of application addressing qualifications, resume, salary requirements, and names/contact information for three professional references via mail or email to:

GTU Library Director
Circulation Assistant Search
Graduate Theological Union
2400 Ridge Road
Berkeley, CA 94709

E-mail: Caryl Woulfe, cwoulfe@gtu.edu

Application Deadline: February 6, 2015

GTU is an Equal Opportunity Employer