GRADUATE THEOLOGICAL UNION
Employment Opportunity

PART-TIME REFERENCE LIBRARIAN
AT THE GRADUATE THEOLOGICAL UNION LIBRARY

Graduate Theological Union Library
The Graduate Theological Union (GTU) is an ecumenical consortium of nine theological graduate schools. The GTU library provides library/information services to the GTU community.

General Summary
The part-time Reference Librarian is responsible for providing reference services and directly related activities to the GTU community.

Essential Duties and Responsibilities
1. Provides reference service and special assistance by appointment. Conducts follow-up research for questions that cannot be immediately answered at the Reference Desk. Answers reference email, phone calls, and in person questions.
2. Special projects may include: orientation tours and library instruction workshops; updating reference materials such as documentation, guides, and handouts; assessment of reference services and service hours
3. Other projects will be assigned based on the skills and interests of the librarian

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and physical demands 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:
- M.L.S. from ALA accredited school or equivalent library degree.

Required Experience/Skills:
- Strong reference skills
- Good interpersonal skills
- Excellent verbal and written communication skills
- Knowledge of theological terminology and concepts
- Ability to effectively use electronic resources for libraries
- Ability to instruct and teach
- Experience using Microsoft Office Outlook and Word
- Knowledge of one or more foreign languages
Compensation Package
Hourly; compensation depends on experience.

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
Part-time Reference Librarian Search
Graduate Theological Union
2400 Ridge Road
Berkeley, CA 94709

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

Application Deadline: August 6, 2015 or until filled.

GTU is an Equal Opportunity Employer