

Warburg Theological Seminary

Title: Library Services Coordinator

Classification: Non-Exempt

Position Status: Regular Part Time, regularly scheduled 36 hours per week

Benefits: Employee only health insurance, 403(b), and prorated vacation, sick, holiday

Supervisor: Director for the Library

Position Summary

The Library Services Coordinator helps patrons use library services and facilities, processes materials, cares for facilities, and performs a variety of administrative, technical, and other tasks under the direction of the Library Director. Skill with computers and other equipment is required.

Primary Responsibilities

- Staff circulation desk
- Perform variety of administrative tasks (mail, billing, calendar, room scheduling, etc)
- Assist on-campus and off-campus patrons in accessing materials
- Order and process materials
- Maintain resource databases
- Manage invoices and maintain fiscal records
- Manage course reserve system
- Maintain patron records
- Update library catalog records
- Manage overdue notices
- Coordinate material maintenance
- Provide instruction and direction for student projects
- Run reports and track statistics
- Assist with maintenance of space, facilities, and equipment
- Perform additional duties and projects as assigned

Supervisory Responsibilities

- No direct supervisory responsibilities
- In consultation with Director, assign tasks to Library Student Assistants

Education & Experience

- Associate's or bachelor's degree is preferred, but not required.
- Some library experience is preferred, but not required.
- Because the mission of Wartburg Seminary is to educate people to serve the church's mission as ordained and lay leaders, commitment to support the mission of the church is required. Because Wartburg Seminary is a graduate institution, commitment to the importance of higher education is required.

Qualifications

Required Knowledge (or an aptitude to learn):

- Computer software and databases (especially Microsoft Office)
- Zoom and course management software
- Library operations and procedures

Skills and Abilities

- Problem-solving
- Detail-oriented
- Excellent organizing skills
- Flexibility
- Ability to multi-task
- Self-directed
- Effectively communicate orally and in writing
- Follow written and verbal instructions
- Establish and maintain effective working relationships
- Display tact and patience

Helpful Dispositions

- Positive attitude
- Growth mindset

Physical and Mental Demands

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Employee will be need to handle and reach items. Employee will occasionally need to lift boxes or materials up to 50 pounds, and be able to bend, squat, push/pull and kneel. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions, and ability to solve practical problems with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.