

Position	Assistant Librarian
Library/City	Reformed Theological Seminary, Jackson, MS
Date Posted	February 13th, 2025
Date Expires	Until filled
Date Available	March 3, 2025
Responsibilities	<ul style="list-style-type: none"> • Schedule and staff the circulation desk each week. Manage the student worker scholarship fund throughout each FY. <ul style="list-style-type: none"> • Assist in managing circulation operations throughout the semester. • Assist in providing reference services, individual research workshops, and fulfilling patron requests for specific titles throughout the semester. • Enter and edit patron records and process circulation notifications using the TLC Library Solution ILS. • Travel to the library's off-site location, re-shelve stored materials, and transfer materials to and from the off-site. <ul style="list-style-type: none"> • Assist in moving library shelving, furniture, and boxed materials. • Assist in mail room shipping, sorting, and delivery operations. • Manage the materials and supplies orders and fund throughout the FY. <ul style="list-style-type: none"> • Provide additional acquisition and technical support services.
Requirements	<p>Qualifications, Education, and Experience</p> <p>College graduate with research and writing experience and proficiencies. Excellent computer skills, including MS Word, Excel, and Adobe FormsCentral. Excellent organizational and bookkeeping skills. Ability to coordinate staff scheduling and time sheets.</p> <p>Additional Qualification Preferences:</p> <p>Seminary degree from an ATS-accredited graduate school. MLS from an ALA accredited graduate school. Previous professional library experience. Previous supervisory experience.</p>
Salary & Benefits	Payroll and benefits will be discussed during an interview.
Contact	Questions: jcrabb@rts.edu / Apply: rts.edu/jobs/assistant-librarian-rts-jackson/

Location (Library or institution name)

Reformed Theological Seminary

Place/Environment

Academic Library