



## NORTHERN Seminary

BIBLICAL • MISSIONAL • PERSONAL

### **Circulation Clerk**

Department: Brimson Grow Library  
Reports to: Library Director  
Non-Exempt Part-Time Position

#### **Position Summary:**

The Circulation Clerk is responsible for assisting patrons with the circulation of library materials, providing basic research assistance, receiving student payments, and sorting returned library materials. The Circulation Clerk is a part-time, hourly position and reports to the Library Director.

**Knowledge and Skills:** This position requires someone who is detail-oriented, has good communication skills, is familiar with computers, and is punctual. Previous library experience is preferred

#### **Duties and Responsibilities:**

Promptly report for assigned hours working at the circulation desk. Clerks are responsible for finding their own substitutes if they cannot report for scheduled hours.

- Maintain a polite and helpful attitude when assisting library patrons.
- Receive and properly receipt payments.
- Know all library circulation policies and enforce them.
- Answer the Student Services Center front desk phone.
- Monitor the use of the photocopier and resupply it as needed.
- Enforce library security. Alarms from the security system must be investigated.
- Keep the Reference and magazine areas neat and promptly re-shelve materials.
- Properly check in returned materials and prepare them for re-shelving.
- Assist with shelf reading projects to check the correct order of books on the shelves.
- Provide basic research assistance to patrons using the computers or searching for library materials.
- Assist with book processing and other tasks when the desk is not busy.
- Know how to correctly open and close the library and properly turn on and off library equipment.
- If assigned to re-shelve books in the main collection, re-shelve returned library materials in correct Library of Congress call number order.
- Other duties as assigned.

**Education and Work Experience:** A completed B.A. or equivalent degree. Previous library experience and knowledge of the Library of Congress classification system is preferred. Applicants living on-campus and/or beginning studies at Northern preferred.

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**Equal Opportunity Employer/Statement of Faith:**

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ and have a sincere desire to be an integral part of the mission of the Seminary.

**Applicants should email a cover letter and resume to Library Director Scott Erdenberg (serdenberg@seminary.edu) describing the candidate's experience as relevant to the position. Applications will be reviewed by senior library staff on a rolling basis and will continue until the position is filled.**