



JOB DESCRIPTION REFERENCE LIBRARIAN

Purpose: Responsible for the Union Presbyterian Seminary Library's reference collections and services, both physical and electronic. Provides reference assistance and instruction to students, faculty and other patrons. Reports to the Library Director.

Responsibilities and Duties:

- Provides library reference services for faculty, students, staff and other library patrons - face-to-face, via email, via phone, and through a variety of online platforms
 - Provides instruction to enable individual patrons to use library tools more effectively for their own research and future duties
 - Performs searches for faculty, staff, students and other patrons on a broad range of topics
 - Helps patrons to obtain the materials that they need
 - Provides instruction to classes and groups in collaboration with the Instructional Services Librarian and faculty
 - Helps to develop library Resource Guides (libguides), in collaboration with the Instructional Services Librarian and faculty
 - Helps to create instructional videos, in collaboration with the Instructional Services Librarian
- Helps to develop and implement a comprehensive strategy for the Library's reference services - with special attention to the needs of distance learners
- Collaborates with the Director of Archives & Special Collections to plan new digitization projects
- Collaborates with the Instructional Services Librarian and the Director of Archives & Special Collections to create periodic displays of extraordinary or timely items from the Library's collections
- Stays current with bibliographic research in his or her subject area and endeavors to make a contribution to scholarship in the field
- Maintains the Library's pamphlet collection and vertical files
- Prepares all reports, budgets and forms used by reference department
- Attends continuing education events to stay current in field of reference work
- Other duties as assigned.

Required Knowledge and Skills:

- MLIS degree from an ALA accredited program, or in process of completing the MLIS/MLS
- Advanced degree in a theological discipline (practical or theoretical doctorate or ABD preferred)
- Two years of professional library experience preferred
- Language competence in biblical Greek and Hebrew; modern languages as appropriate
- Excellent interpersonal and communication skills for public service, faculty relations, instruction
- Excellent working knowledge of key reference sources, both print and electronic
- Excellent working knowledge of Windows, MS Office Suite, Internet, Blackboard or comparable course management system
- Working knowledge of the history and background of the Presbyterian Church (USA)
- Ability to manage multiple tasks with frequent interruptions
- Ability to embrace a rapidly changing information and service environment

Working Conditions and Benefits:

This is a full-time job of 37 ½ hours on the Richmond Campus with benefits and may require some weekend and evening hours. Hours are generally 8:30 a.m. to 5:00 p.m. Full-time support staff benefits.

Status: Non-Exempt (eligible for over-time pay)

Union Presbyterian Seminary is a graduate educational institution of the Presbyterian Church (USA) and an EO/AA employer committed to increasing the gender, racial-ethnic, and international and cultural diversity in its faculty and student body. Candidates from underrepresented groups are especially encouraged to apply.

The desired start date for this position is Monday, July 17, 2023.

Letters of application, including a resume/CV and the names and contact information of three references, should be addressed to Tamora Droppa, Administrative Assistant, William Smith Morton Library, Union Presbyterian Seminary, 3401 Brook Road, Richmond, Virginia 23227, or emailed to Tamora.Droppa@upsem.edu. Review of applications will begin on Wednesday, March 15, 2023, and continue until the position is filled.

Revised January 13, 2023