



Position Description

Title: Circulation Assistant,
Public Services, Library
(Part-time, up to 19 hours per week, evenings and weekends as needed, schedule subject to change)

Status: Non-exempt staff

Purpose: Manages daily Circulation operations in the absence of a general library manager, including opening/closing the library, customer service, overseeing student work, and performing essential public services tasks/projects

Supervision: Reports to the Head of Circulation Services

Responsibilities:

- Manages the Circulation desk, its services, and staffing during the work shift when acting as the manager on duty.
- Supervises and assists in the training and work of graduate student employees in circulation tasks, customer service expectations, and stack maintenance procedures.
- Assists with the routine activities of Circulation operations including, but not limited to:
 - Checking in, checking out, and renewing materials for patrons
 - Issuing library cards and updating patron records
 - Monitoring departmental email inbox for questions and recall requests
 - Answering general questions in person and over the phone
 - Technical tasks such as scanning, troubleshooting and clearing jams from copiers, replacing toner cartridges
 - Shelving books and ensuring proper organization of library collections as needed
 - Maintaining and ordering Circulation supplies
- Performs interlibrary loan support alongside the Circulation Supervisor. Supervises the gathering, scanning, and mailing of materials for shipment.
- Assists with course reserves, with responsibility for processing physical items and scanning e-reserves.
- Manages the process of searching, documentation, and follow-up processes for missing and lost books.

- Assists with inventory and other collection-related projects, including responsibility for shelf reading, identifying books that lack barcodes or item records, and library system data cleanup.
- Opens and closes the library on weekends and may do so during the weekday shifts.
- Performs other duties as assigned.

Qualifications:

- Previous work or volunteer experience in a library required, with a preference for public services and customer service experience.
- Demonstrated proficiency in using Microsoft Office applications (especially Excel, Word, and Outlook) and integrated library systems (ILS).
- Excellent interpersonal skills and the ability to work under the pressure of regular contact with the public.
- Ability to adapt to changing needs, including learning new systems and workflows, particularly when deadlines are at hand.
- Shows initiative and a proactive approach to learning new systems, improving workflows, and contributing to a user-centered service environment.
- Experience supervising students.
- Knowledge of Library of Congress classification system.
- Excellent organizational skills and ability to pay close attention to detail.
- Reliable and proactive communication regarding scheduling, shift coverage, and unexpected absence; must be reachable outside scheduled work hours for time-sensitive communication.
- Ability to work both independently and collaboratively in the context of a small, collegial team in a changing environment. Demonstrated flexibility, openness to innovation, as well as a commitment to continuous learning and a user-centered perspective.
- Ability to lift weight up to 40 lbs., to push heavily loaded book trucks, to use stepladders for access to upper shelves in library stacks, and the ability to work on one's feet for extended periods of time.

Starting Hourly Rate: \$20-\$23/hour

Princeton Theological Seminary reserves the right to amend this position description at any time.

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