Position: Library Associate

Status: Non-Exempt

Purpose: Provides broad range of building, office and project support to Library departments and management

Supervision: Managing Director of Library

Responsibilities:

1. Serve as lead staff member to manage Library building concerns for an actively used facility. Place and monitor campus and vendor service calls (involving building, custodial services, equipment, etc.) for the Library. Manage requests for new and replacement keys to the building; distribute, track, and collect keys to/from staff; manage master key set for locks in building.
2. Maintain library administration office files, including financial records, vendor Certificates of Insurance, personnel files, and other files. Work with the PTS Archives to ensure file maintenance and transfer for records management and long-term preservation.
3. Manage accountability and processing of library staff credit cards. Maintain petty cash fund and reimbursements.
4. Receive, prepare and process invoice records for library activities, services and contracts.
5. Provide proactive and direct administrative support to Library departments and administration. For example, manage Library mail (incoming and outgoing, sorting and distribution), create purchase orders, and order/maintain adequate inventory of supplies across the Library.
6. Track library equipment, its distribution, management/service and collection.
7. Assist with statistical gathering and analysis.
8. Assist with report and presentation preparation, including modest levels of project research.
9. Work in the Library’s departments on a regular basis and as needed with collections, services, or special projects (e.g., data entry, materials processing, shelving, gathering material, providing service point coverage, wayfinding/communication support).
10. Work collaboratively with departmental and campus partners to ensure effective and efficient operations.
11. Collaborate with library colleagues to meet shifting institutional and library priorities, needs, skill sets and responsibilities.
12. Perform other duties as assigned.
Qualifications:

- Bachelor’s degree and experience working in a professional office or library setting. An equivalent combination of education and experience may be considered.
- Excellent interpersonal, oral and written communication skills; demonstrated ability to maintain a positive and objective customer service approach. Discretion in dealing with sensitive documents and confidential information.
- Ability to anticipate needs and proactively develop and propose solutions.
- High level of attention to detail; flexibility; capacity to initiate and adapt to change; ability to work autonomously as well as collaboratively and collegially.
- Strong planning and organizational skills; must prioritize well and focus on completion of tasks and objectives while balancing quality and productivity.
- Competence with and ability to effectively use computers, related software and databases. Proficiency with Microsoft Office Suite applications; Adobe Suite applications; and Visio.
- Comfort with ambiguity, working in an ever-changing environment.
- Experience with data collection, analysis and reporting preferred.
- Experience working in a research library preferred, but not required.

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

July 2019 (rev 26 May 2021)