Employment Opportunity
Part-time Library Circulation Assistant

The Bishop Payne Library at Virginia Theological Seminary, a graduate school of theology in Alexandria, VA, seeks a part-time Circulation Assistant. Duties include: computerized circulation procedures; assisting patrons with online catalog, databases, e-resources, copiers; shelving collection materials and assisting with stacks maintenance, including inventory and shifting. Evening and week-end shifts required.

Position is ideal for students currently enrolled in a MLS program. The successful candidate must have effective interpersonal skills; demonstrated computer skills; excellent organizational and analytical skills; and ability to move library materials up to 35 pounds required. Experience working in a library environment preferred.

Those interested in applying for this position are invited to submit a resume and a cover letter by August 14, 2015.

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