



**GRADUATE THEOLOGICAL UNION  
Employment Opportunity**

**PART-TIME REFERENCE LIBRARIAN  
AT THE GRADUATE THEOLOGICAL UNION LIBRARY**

**Graduate Theological Union Library**

The Graduate Theological Union (GTU) is an ecumenical consortium of nine theological graduate schools. The GTU library provides library/information services to the GTU community.

**General Summary**

The part-time Reference Librarian is responsible for providing reference services and directly related activities to the GTU community.

**Essential Duties and Responsibilities**

1. Provides reference service and special assistance by appointment. Conducts follow-up research for questions that cannot be immediately answered at the Reference Desk. Answers reference email, phone calls, and in person questions.
2. Special projects may include: orientation tours and library instruction workshops; updating reference materials such as documentation, guides, and handouts; assessment of reference services and service hours
3. Other projects will be assigned based on the skills and interests of the librarian

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and physical demands listed below are representative of the knowledge, skill and/or ability desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:**

- M.L.S. from ALA accredited school or equivalent library degree.

**Required Experience/Skills:**

- Strong reference skills
- Good interpersonal skills
- Excellent verbal and written communication skills
- Knowledge of theological terminology and concepts
- Ability to effectively use electronic resources for libraries
- Ability to instruct and teach
- Experience using Microsoft Office Outlook and Word
- Knowledge of one or more foreign languages

**Compensation Package**

Hourly; compensation depends on experience.

**Application Process**

Candidates should submit a letter of application addressing qualifications, resume, salary requirements, and names/contact information for three professional references via mail or email to:

GTU Library Director  
Part-time Reference Librarian Search  
Graduate Theological Union  
2400 Ridge Road  
Berkeley, CA 94709

E-mail: Caryl Woulfe, [cwoulfe@gtu.edu](mailto:cwoulfe@gtu.edu)

**Application Deadline:** August 6, 2015 or until filled.

*GTU is an Equal Opportunity Employer*