

STERLING COLLEGE

Job Description Assistant Librarian

2026

Reports to: Library Director

Classification: Part-time, non exempt

Description:

The Assistant Librarian provides support services as assigned by the Library Director.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Strong customer service and communication skills
- Highly organized with strong attention to detail
- Self-starter with the ability to work independently and take initiative
- Ability to manage multiple tasks and prioritize effectively
- Comfortable learning and using library systems (ILS) and basic databases
- Basic troubleshooting skills for office and library equipment
- Strong problem-solving skills and adaptability
- Interest in creating displays, promotional materials, and social media content

Responsibilities:

- Circulation:
 - Provide appropriate library services for patrons while staffing the front desk
 - Reviews ILS generated overdue notices and reports (web-based catalog system.)
 - Consults with director on compiling end-of-semester student bills to send to Business Office.
- Interlibrary Loan:
 - Oversee the processing of loan requests from patrons
 - Oversee the shipment of requested items to libraries throughout the nation
- Serials:
 - Checks in new journal issues.
 - Reviews monthly reports of missing/unreceived issues.
 - Maintains contacts with serials vendor (Coxnet) regarding missing issues.
 - Creates prediction patterns to aid in the check-in of issues.
 - Manages moving issues from Current Periodicals to the Stacks according to a set schedule—requires updating of item-type and location in the ILS.
 - Consult with Director as needed to address irregularities and problems with outside vendors.
- Displays/PR:
 - Creates themes and organizes displays for displays throughout the library.
 - Contacts faculty and staff for photos from Mission Trips for ongoing display.
 - Helps create posters and promotional materials for the library and the C.S. Lewis Center.
 - Oversees Library Social Media.
- Other duties:
 - Assists with supportive tasks for the C.S. Lewis Center.
 - Process the SCKLS rotating books two times yearly.
 - Trouble-shoots equipment (photocopiers, printers, scanners, microform readers, etc.) as needed.
 - Open/close the library as assigned.

- Work at least one night a week and weekend hours if needed.

Essential Job Functions:

- Must be able to stand, walk, and sit for extended periods
- Must be able to lift and move materials up to 25 pounds
- Must be able to bend, reach, and access materials on shelves (including use of step stools)
- Must have manual dexterity to handle books and operate computers and library equipment
- Must be able to read screens and printed materials and perform data entry tasks
- Must be able to communicate clearly and maintain attentiveness while working at a service desk

Education/Experience:

- Bachelor's degree preferred.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.