

STERLING COLLEGE

Job Description Associate Librarian

2026

Reports to: Library Director

Classification: Full-time, exempt

Description:

Supports Cataloging, Bibliographic Instruction, Public Services, the C.S. Lewis Center, and other 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 take initiative and manage multiple responsibilities
- Comfortable learning and using library systems (ILS), cataloging tools, and basic databases
- Strong problem-solving skills and basic technical proficiency
- Ability to assist students with basic research and information literacy
- Ability to train and supervise student workers
- Ability to collaborate with staff, faculty, and community patrons
- Interest or experience in cataloging, archives, and collection management (preferred)

Responsibilities:

- Cataloging:
 - Oversee physical processing of new and discarded materials
 - Learn and become proficient working with MARC records in Connection and Koha systems
- Office Manager:
 - Keeps track of office supplies and copier paper
 - Monitors Mabee email and facility room schedule.
- Public Services:
 - Provide appropriate library services for patrons while staffing the front desk
 - Open/close the library as assigned including some early morning or evening hours
 - Perform Koha system functions as directed
 - Maintain professional appearances throughout library building
- Basic Research Instruction:
 - Assists students with basic research skills: retrieving information, using databases and catalog, using database tools for citation, and general information literacy.
 - Prepare and supervise a basic library introduction through library scavenger hunts used in GD 105, Foundations of Servant Leadership
- Supervisory:
 - Train and supervise student workers to assist with physical tasks in the library.
 - Train and supervise student library workers in basic book processing and repair procedures.
- Reserves:
 - Processes all faculty requests to put items on reserve using the ILS.
 - All requests are processed within 24hrs of submission.

- Organizes materials on reserve shelves, appropriately labels all items, and seeks ways to make processing, labeling, and shelving more efficient.
- Online Bookstore
 - Assist library director each semester with online bookstore updates and changes.
 - Assists the Library Director in submitting textbook requests.
- Archival work.
 - Willingness to learn and develop archival skills through training.
 - Oversees scanning of historic documents
 - Organizes library archives
 - Book repair
- Inventory
 - Oversees inventory process of the library's collection.

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, perform basic processing/repair, and operate equipment
- Must be able to use computers and library systems for cataloging, data entry, and circulation tasks
- Must be able to communicate clearly and assist patrons, students, and staff while maintaining attentiveness at a service desk

Education/Experience:

- Bachelor's degree or equivalent experience (preferred)
- Previous experience in a library, customer service, or academic setting (preferred)
- Familiarity with cataloging practices, Dewey Decimal classification, or MARC records (preferred)
- Experience with research or academic support (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.