



OBLATE SERVICE CORPORATION
OBLATE SCHOOL OF THEOLOGY

JOB OPENING

The **Oblate School of Theology** is seeking candidates for the following employment opportunity:

Position Title: CIRCULATION CLERK
Position Status: On-Site, Part-Time, Non-Exempt

Summary of Description

Responsible for being the main link to the Library patrons and public and often is the main representative of the school to visitors.

Essential Duties and Responsibilities

1. Is on site on the main floor of the Library at the Circulation desk
2. Is responsible for maintaining the circulation records of all library materials and patrons
3. Is available to assist the patrons with WorldCat and other library databases
4. Opens and closes the library accordingly during hours of operation
5. Checks out and checks in books and other material that are available for circulation
6. Maintains records and reports that relate to circulation, i.e., patron records, circulation statistics, etc.
7. Maintains TexShare program and reports usage of the same to TexShare on an annual basis.
8. Is always available to assist patrons regarding circulation material; this includes taking the patron to the circulation areas (if feasible) in cases when the patron is new to the library.
9. Is part of the Orientation Team when the Library hosts new patrons.
10. Maintain newspaper rack and selected serials that are in the Main Room of the Library. Oversees the needs for newspaper recycling.
11. Assists the General Services Manager with displaying journals as necessary.
12. Assists the Cataloger with book processing, and manual processing of new titles.
13. Receives and verifies book donations in the library catalog.
14. Is responsible for the distribution of incoming daily mail.
15. Sends out mail and e-mail notices regarding overdue books and outstanding balances.
16. Collect fees for overdue books and copy machine use, maintains patron debit accounts, and maintains records of the same
17. Maintains the Reserve Book Collection: this includes getting lists from Instructors, Teachers and Professor of books and placing them on the Reserve Shelves and overseeing the use of these books for patrons in accord with the directives of the Library Handbook. Only the Circulation Clerk is allowed in the area of the Reserved Book Collection.
18. Oversees the use of the scanner and computers in the Main Room of the library and reports any abuses of the scanner and computers to the Director.
19. Oversee the use of the copy machine in the Main Room of the library
20. Maintains the Main Room of the library and is responsible for its neatness and general appearance.
21. Is available for library needs at the request of the Director.

Education and/or Experience

- High School diploma or GED, required.
- Minimum one year of general office experience, required.

Skills and Qualifications

- Proficiency with computers, copiers and other office equipment, required.
- Possess welcoming and hospitality skills, required.
- Bilingual skills, (English-Spanish), preferred.

Work Hours

During School Sessions:

Monday – Friday 12:30 – 5:30 (during the semester)

Monday – Friday 12:30 – 5:00 (all other times)

Interested candidates should visit www.ost.edu to apply under the
CAREER OPPORTUNITIES section