



Position Description for Library Assistant in Public Services, Special Collections & Archives

FLSA Classification:

FT/non-exempt

Salary Grade/Level: A14

Position Title: Library Assistant in Public Services, Special Collections & Archives

Reports to: Dean of the Library and Research Services

Date Created/Revised: March 2026

Salary Range: \$22.25/hr. - \$26.14/hr.

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trifinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

This position supports two areas of the library at Phillips: 1) Public Services by providing hospitable, timely, and accurate services to the members and guests of the Phillips library community, and 2) the office of the Special Collections and Archives Librarian by performing clerical archival tasks.

Essential Functions:

- 15 hours per week at the library information/circulation desk; 25 hours per week supporting Special Collections and Archives
- Public Service:
 - Provides fulfillment services: circulation, interlibrary loan, mailing and scanning materials
 - Provides basic reference and research assistance
- Special Collections and Archives Support:
 - Arranges and describes manuscripts, photographs, artifacts, and digital content in the archive collections

- Houses analog archive materials following professional archival best practices
- Measures material for custom enclosures
- Scans and digitizes selected materials from the archive and special collections to create digital archive collection
- Formats digital files
- Assists in creating spreadsheets, tables, or documents in initial stages of processing archive collections

(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)

Competencies:

- Demonstrated public-facing library assistance skills: Effective public service, circulation, interlibrary loan functions, reference service, and library management system software usage
- Ability to perform basic archives processing: content arrangement and description, creating collection inventories and finding aids, housing contents in archival enclosures
- High level of clerical aptitude
- Excellent communication skills
- Ability to follow complex instructions
- Demonstrated ability to work effectively both as a member of a diverse, dynamic team and as an independent self-starter in the performance of everyday tasks
- A commitment to service

Supervisory Responsibilities:

- This position has no supervisory responsibility

Work Environment:

This job operates in a seminary library setting in both technical processing and public service environments. This role routinely uses various computers, printers, specialized duplicating machinery, and archival filing system. This role involves face-to-face assistance with patrons.

Physical Demands:

This role requires mobility throughout the library; bending, sitting, and standing to process physical library materials and assist students and faculty; carrying and opening shipping boxes; lifting and retrieving books; opening display cabinets.

Position Type/Expected Hours:

This position is a full-time, on-campus position.

Travel:

No travel outside of the work setting is required.

Required Education/Experience:

- Bachelor's degree in the humanities, arts, or social sciences
- One year of public service experience in a library setting
- Demonstrated organizational and clerical skills

Preferred education/Experience:

- One semester or more in an accredited graduate archives program
- One year of experience in an archives setting, or one year of experience in library technical processing tasks, such as: ILS record editing (MARC 21), spine labeling, book repair, or bindery processing
- Knowledge of Judeo-Christian traditions
- Experience converting, editing, and manipulating PDF, JPEG, or TIFF files

EEO Statement:

Phillips is an Equal Opportunity, ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws. The Seminary does not discriminate against employees or applicants base on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

Other Duties:

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 position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ **Date:** _____