

Assistant Director of the Cline-Tunnell Library

Portland Campus

**Position Description**

 Position begins: September 1, 2016

 Salary and rank: Commensurate with qualifications and experience. Academic status.

 Responsibilities: The Assistant Director will maintain the seminary’s online catalog, train and supervise library staff, and serve as the liaison to various vendors and consortia. Additionally, the Assistant Director will oversee the library operation in the part-time Director’s absence from campus.

**Qualifications**

 Education: A master’s degree in Library Science from an ALA-accredited school is required. A master’s degree in religion, theology or a closely related field is preferred.

 Experience: Demonstrated supervisory and administrative experience and strong communication skills, preferably in a seminary library. The successful candidate will need to have or quickly obtain certification in the ALMA library system of Ex Libris which is used by the seminary as part of the WIN Library consortium.

 Character: Candidates must have a personal relationship with Jesus Christ and evidence a mature and growing Christian faith, be in agreement with Western Seminary’s Faculty Teaching Position, and be willing to invest themselves in the development of students and staff

**Application** Application should include a one-page letter of introduction, Seminary employment application, current curriculum vitae, transcripts and a list of four references whom we may contact. Send to jmayo@westernseminary.edu.

**Further Information** Dr. Robert Krupp, Library Director (rakrupp@westernseminary.edu)

Dr. Rob Wiggins, VP Academic Affairs (rwiggins@westernseminary.edu)

Western Seminary is a theologically conservative graduate school that focuses on trustworthy and accessible training for gospel-centered transformation. The seminary has an Online campus as well as campuses in Portland OR, San Jose CA, and Sacramento CA. There is also a teaching site in Seattle WA. The seminary is accredited by the Northwest Commission on Colleges and Universities, and the Association of Theological Schools. Western offers seven master’s degrees, two doctoral degrees, one diploma, and four certificate programs -- all purpose-built to equip students to excel in impactful Christian ministry roles worldwide. A personal relationship with Jesus Christ is a requirement for all employees and students of the seminary. Within these guidelines, it is our policy to provide equal opportunity to all applicants, employees and students and to not discriminate on the basis of gender, disability, race, color, national origin or age in access to, or treatment in employment.