



Library Assistant/Writing Specialist
Hood Theological Seminary, Salisbury, North Carolina

Hood Theological Seminary invites applications for the full-time Library Assistant/Writing Specialist position at Hood Library, which also includes the Margaret H. Kluttz Writing & Resource Center.

Position Summary

Hood Theological Seminary seeks a full-time Library Assistant/Writing Specialist. The person in the position will assist the library director with performing circulation desk procedures, providing reference services for research and technology issues, cataloging and organizing materials, and will perform other library programming related services. The person in this position is also expected to possess competencies to provide one-on-one graduate-level writing instruction for a limited number of students.

Qualifications

The ideal candidate for this position will have:

- A baccalaureate degree, with additional graduate study, which demonstrates a solid command of writing, research, and communication skills
- Ability to assist patrons with ready-reference questions, reader's advisory, bibliographic instruction and database searching
- A customer-friendly and welcoming attitude for patrons presenting directional questions and meriting timely referral
- Experience advising academic writing or serving in an academic library
- Knowledge of basic computer programs including Microsoft Office and integrated library systems
- Openness to training and supervision by a qualified librarian and writing professional
- An academic background in religious studies (preferred)

Salary and Benefits

Salary commensurate with experience

Application Information

The application period will open on April 30, 2017 and remain open until the position is filled. To apply, please send a cover letter, a resume, and the names and contact information for three professional or academic references to:

Mrs. Phyllis Wells
Director of Auxiliary Services
Hood Theological Seminary
1810 Lutheran Synod Drive
Salisbury, NC 28144
Email: pwells@hoodseminary.edu