POSITION TITLE: Reference Assistant

REPORTS TO: Theological Librarian

SUMMARY: The person in this position is responsible for providing assistance in the reference department of Rolfing Library.

Responsibilities
1. Answer basic questions at the reference desk, such as help with directions, finding a book, using the library website, problems with the copiers.
2. Refer more difficult research questions to a librarian.
3. Create advertisements and signage for library events and resources.
4. Complete special projects as requested.

Qualifications
1. Customer service experience
2. Warm, welcoming attitude
3. Patience and ability to explain information clearly
4. Skilled at troubleshooting technology
5. Bachelor’s degree
6. Current TEDS student preferred
7. Prior library work experience a plus
8. Knowledge of Greek and theological tools a plus
9. Interest/experience in graphic design or marketing a plus

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