

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Library Collections Assistant

Department: Library

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The Library Collections Assistant is responsible for aiding the librarians with acquisition, processing, cataloging, and maintenance of both the digital and print library collections. The incumbent will assist as a team member to provide excellent customer service and access to library materials.

Essential Functions:

- Oversee and complete technical processing, cataloging, and collection maintenance projects as assigned by librarians.
- Assist in the acquisition and ordering process for all library materials.
- Run reports and maintain organized data in relation to collection maintenance and collection development projects.
- Hire, mentor, and train student workers in the library collections department, exhibiting the traits of servant leadership.
- Maintain records of ordering and billing for print and digital materials.
- Accept and process physical material donations to the OBU Library and the Prison Divinity Program library branch.
- Maintain communication regarding donations and processing with the Prison Divinity Program Director and Director of Library Services.
- Provide research assistance and front desk coverage/customer service as needed. This can include a weeknight evening shift.
- Manage the biannual library book sale and outgoing materials.

Other Duties:

- Demonstrate collaborative work habits, a positive attitude, and an understanding of libraries.
- Provide administrative assistance to the Director of Library Services as needed.
- Support and participate in university life.

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Required Qualifications:

- Associate degree in any field
- Confidence in using Excel and other Office Suite software programs.
- Excellent interpersonal, organizational, written, and oral communication skills.
- Ability to work effectively independently and collaboratively with colleagues, students, faculty, and staff.
- PC and relevant Office suite software
- Printers, copiers
- Library Management System
- Ability to operate computers and other equipment, answer telephone calls, and communicate effectively with a variety of constituents
- Sufficient mobility and physical stamina to walk up and down the stairs of the library, shift library materials and to lift and carry moderately heavy loads

Preferred Qualifications:

- Bachelor's degree in a related field
- 1-2 years library experience

Special Requirements:

- Must be a member of a local evangelical* Christian church.
- *Evangelical is a broad term referring to a segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- **Please apply using the link for "Support Applications" on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by GuideStone. There are numerous other perks and opportunities for OBU employees including a FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.