

GORDON CONWELL

THEOLOGICAL SEMINARY

Title: Digital Services Librarian
Reports to: Library Director
Location: Boston, MA
Status: Full-time (37.5 hours per week)

Overview

Gordon-Conwell is a multidenominational Protestant graduate school, unique with its broad array of over 2,100 students and 200 faculty and staff from 98 denominations and 64 countries. We offer a residential model of education at South Hamilton, MA (our main campus); an urban context offering classes in five languages in Boston, MA; adult educational models in both our Charlotte, NC campus and our offerings in Jacksonville, FL; in addition to online and cohort models involving students from around the world.

Our mission is to prepare men and women for ministry at home and abroad. Rooted in the gospel and God's Word, the seminary seeks to develop Christian leaders who are thoughtful, globally aware, spiritually mature and ready for a broad array of ministries. While being historically orthodox and evangelical, we seek to address the issues of our times with both relevance to the culture and faithfulness to Christ and God's truthful Word.

Position Summary

The Gordon-Conwell Library system supports library services on four campuses: Hamilton, Boston, Charlotte, and Jacksonville. Hamilton is home to the Goddard Library, the main campus library.

The Digital Services Librarian provides library resources and services in the hybrid, but increasingly digital, environment of the Jackson Library at the Center for Urban Ministerial Education (CUME) in Boston. The Digital Service Librarian manages day-to-day operations of the Jackson Library, ensures interactive user engagement with library content, and investigates and promotes new methods and tools for discovering digital content. Provides basic in-person and virtual reference and research assistance to patrons. Participates in collection development and maintenance. Some evening and Saturday hours are required.

Key Responsibilities

- Manages the day-to-day operations of the Jackson Library, including access services, the supervision of student workers, and collection management, i.e., weeding and shifting.
- Articulates and implements a vision for library services in the increasingly digital environment of CUME, locally, nationally, and internationally.
- Serves as the face of the GCTS library system, representing the Jackson Library to students, faculty, staff, and others who encounter the Jackson Library, whether in person or online.
- Promotes the value of library collections and services to students in-person and online.

GORDON CONWELL

THEOLOGICAL SEMINARY

- Partners with faculty members in delivering the curriculum through online and in-person reference services, tutorials, and classroom instruction.
- Works in consultation with library staff in Hamilton and Charlotte to discover and acquire digital resources and e-books for CUME faculty and students.
- Works with IT staff at CUME and Hamilton to develop information service strategies that provide a quality user experience.
- Performs other assigned duties.

Key Competencies

The incumbent should possess:

- Knowledge of library information technology, products, and delivery technologies pertaining to digital services.
- Knowledge of or willingness to acquire a working knowledge of urban ministry to assist with collection development and reference and instruction.
- Ability to work in a matrixed, multi-campus environment
- Commitment to collegiality, diversity, inclusion, and cultural awareness

Education and Experience

- An MLS or equivalent. Consideration will be given to candidates with extensive library experience who are in the final stages of degree work.
- 2+ years of experience working in an academic library
- Bachelor's or master's degree in theological subject area preferred
- Working knowledge of Spanish or Portuguese
- Strong evangelical faith and Christian character, with a readiness to sign the Seminary's Statement of Faith and Community Life Statement.

Application Process

Please apply through Gordon-Conwell's Career Center available here:

<https://www.gordonconwell.edu/employment/>

Please include these documents in either Microsoft Word or PDF formats:

- A cover letter addressed to Stephen Crocco, Interim Library Director, explaining your interest in the position.
- A formal CV that includes the names of at least three references.

No hard copy materials, please. Opportunities to interview will be made available at the search committee's initiative. Applications will be accepted until the position is filled.