

Technical Services Librarian
Knott Library at St. Mary's Seminary and University, Baltimore, MD

Introduction

The Knott Library, a theology library at St. Mary's Seminary and University in Baltimore, Maryland, invites applications for a full-time Technical Services Librarian.

Position

The Knott Library seeks an accomplished, team-oriented and dedicated librarian to perform traditional library services – such as cataloging, circulation, reference, serials, library literacy instruction – and all other day-to-day operations in collaboration with the Library Director and the Electronic Resources Librarian. The Librarian will also assist in training of all work-study students, special projects, and producing and maintaining policies, reports and usage statistics.

Qualifications

Required: ALA-accredited MLS degree, professional and / or paraprofessional cataloging experience and training using MARC, LCSH, LCCS, and ITS.MARC, demonstrated understanding of library operations, experience with integrated library systems and excellent communication skills, and the ability to work in a collaborative environment.

Preferred: Experience with TLC Library Solutions, bachelor or advanced degree in theology or related field, foreign language knowledge and familiarity with Roman Catholicism.

Salary and Benefits

Salary: \$47,000 - \$50,000 and includes excellent benefits. This is an exempt position.

Application information

Send cover letter, resume, and three professional references to Mr. Thomas Raszewski via e-mail to jobs@stmarys.edu.