

# BELHAVEN UNIVERSITY

*O u r S t a n d a r d i s C h r i s t*

## PART-TIME STAFF POSITION Warren A. Hood Library

Belhaven University, a Christian institution committed to the ministry of integrating biblical truth and learning, is searching for a part-time evening library worker. The ideal candidate will work on the main campus 6 to 12 hours weekly in the evenings. The Warren A. Hood Library provides information resources and services to the Belhaven University community. The Hood Library houses the library's physical collections, the University Archives, study spaces, classrooms, the Think Center, and Barber Auditorium.

### Functions and Responsibilities

The part-time library staff position works to provide learning resource support to all library patrons during the determined evening hours. The duties associated with this position include but are not limited to checking in/out items, answering the phone, assisting patrons, registering new patrons, renewing checked out items, placing holds, collecting copy money, and doing reference work as assigned.

### Qualifications

- A bachelor's degree is preferred. A high school diploma required.
- Ability to work independently and a willingness to assist library patrons with questions concerning learning resources.
- Good technological, organizational, and interpersonal skills.
- Applicants must be able to fully support the University vision, mission, and statement of faith, and contribute to the spiritual and academic fellowship of the university.

### Compensation

Compensation and rank are commensurate with qualifications and experience. The University supplements major medical insurance. A 403b retirement plan is available for eligible employees to contribute pre-tax dollars with Belhaven University matching up to 8% of annual salary.

To apply, please submit the following:

- Letter of intent, including explanation of your interest in Christian higher education, and how your background fulfills each of the Responsibilities and Qualifications described above
- Resume, including contact information for at least 3 professional references
- A brief account (750 words or less) of your spiritual pilgrimage including the time and circumstances surrounding becoming a believer in Christ, your current relationship with Christ, and how you would seek to integrate your faith into this role.

[Follow this link](#) to review Belhaven University's Commitment Statement, including our employee expectations. Should you receive a job offer, you will be asked to accept this agreement by signing it. Applicants must be able to fully support the [University vision, mission and statement of faith](#) and contribute to the spiritual and academic fellowship of the University.

Send materials, confidential questions, and/or nominations to:  
Dr. Bradford Smith, Provost and Vice President for Academic Affairs  
c/o Kim Campbell, Director of Academic Administration [kcampbell@belhaven.edu](mailto:kcampbell@belhaven.edu)