

# **BELHAVEN UNIVERSITY**

## **PART-TIME LIBRARIAN**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: “to serve, not to be served.”

“Our Standard is Christ” is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi we are one of America’s most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education and have equally led the way among Christian schools in establishing robust online degree programs.

### **Description of Position**

The Part-time Librarian staff position works to provide learning resource support to all library patrons during the determined work hours.

### **Responsibilities**

- Independent research
- Checking in/out items
- Answering phone
- Assisting patrons
- Promote library services to the university community through research and academic program support
- Assist with monitoring student test-taking and complete special projects
- Other duties as requested by the Library Director

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

### **Qualifications**

- The successful candidate must articulate a Christian worldview in one’s area of service and must fully support the University Vision, Mission and Statement of Faith.  
<https://www.belhaven.edu/about/mission/>
- A Master’s degree from an accredited program in Library and Information Science.
- Knowledge of The Library Corporation’s (TLC) Library Solutions integrated library system (ILS) or similar ILS preferred.
- Ability to conduct research to assist with academic programs and projects.
- Good technological, organizational, and interpersonal skills.
- Ability to work independently and a willingness to assist library patrons with questions concerning learning resources.

## **Application Process**

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link: <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf> to review Belhaven University's Commitment Statement, including expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

### **Send or email complete application packet to:**

Dr. Monica French, Director of Academic Administration  
Belhaven University  
[mfrench@belhaven.edu](mailto:mfrench@belhaven.edu)

Employment at Belhaven University is contingent upon the results of an independent background check.