Concordia Seminary in St. Louis, MO is seeking candidates for a full-time librarian position to work within their campus theological library. Person will provide cataloging for items in library collections and administer configuration of the library software system.

Key Responsibilities:

* Serve as cataloger for new materials, overseeing the work of other library and /or student staff in their cataloging of specific media.
* Provide original cataloging as needed
* Maintain all client-side configuration settings for the library’s integrated software (ILS) system
* Assist library staff with issues involving use of the ILS, including user accounts and troubleshooting
* Oversee the processing function for library materials
* Additionally, will participate in relevant national and regional professional library associations

Education and Experience:

* Knowledge of Library of Congress (LC) classification and subject headings
* Knowledge of cataloging rules for descriptive cataloging (AACR2, RDA)
* Knowledge of MARC bibliographic formats
* Familiarity with current ILS platforms
* Working knowledge of any of the following languages will be beneficial: Spanish, German, and Latin
* Ability to communicate and provide instruction to staff and student workers
* Ability to be accurate with complex information using established standards
* Experience with personal computers, office suite software, internet, email, technical library cataloging software (e.g. OCLC Connexion)
* Master’s degree in Library Science from an ALA-accredited program
* A second Master’s degree is preferred

All interested candidates should review the complete position description online and submit their application to [Job Opportunities (paycomonline.net)](https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=7B3368F639C1C383CE30B8FEBA882F60).