April 24, 2017

5001 North Oak Trafficway

Kansas City, MO 64118

816.414.3730

kharder@mbts.edu

Midwestern Baptist Theological Seminary and College seeks a Head of Technical Services and Electronic Resources Librarian with responsibilities in cataloging, maintenance of Sierra ILS through the MOBIUS Consortium, and management and processing of electronic resources.

Midwestern Baptist Theological Seminary and Midwestern Baptist College, SBC, was founded in 1957 as a graduate theological school owned by the Southern Baptist Convention. The library collection includes approximately 128,000 physical volumes and close to 400,000 electronic resources. Midwestern is located in suburban Kansas City, Missouri. Degrees offered include: Bachelor’s, Master’s, PhD, and D.Min./D.Ed.Min. The Midwestern Library is a member of the MOBIUS state-wide academic library consortium using Sierra, an Innovative Interfaces Inc. integrated library system.

**Responsibilities include:**

* Management of cataloging processes including cataloging and classification of all library materials, supervision of one student assistant, and developing and management of cataloging policies and procedures
* Supervision of serials processing
* Administration of Sierra ILS through MOBIUS Consortium
* Processing and maintenance of all electronic format records
* Management and troubleshooting of all electronic resources including databases, e-books, e-journals, Contentdm, LibGuides, and all other resources in digital format
* Administration of library discovery service (Ebsco)
* Management of digitization projects and metadata

**Required Qualifications:**

* ALA accredited Master of Library Science or Master of Library and Information Science degree
* Working knowledge of cataloging standards and practices including: OCLC, MARC formats, AACR2, RDA, Dewey Decimal Classification, and Library of Congress subject headings
* Ability to use common office productivity software, including Microsoft Office suite: Word, Excel, Access, PowerPoint and Outlook
* Strong interpersonal and communication skills, with demonstrated ability to work with others in a team environment
* A strong Christian with high integrity and commitment as shown by involvement in a local church

**Preferred Qualifications:**

* Knowledge and experience in theological librarianship
* Knowledge of integrated library systems, preferably Sierra (Innovative Interfaces, Inc.)
* Experience with various forms of library technology and electronic resources

**Salary & Benefits:**

This is a full-time, appointed academic support staff position reporting to the Director of Library Services. Salary range is dependent upon qualifications and experience. A comprehensive benefits package is also available.

**Application Procedure:**

Applicants should submit a letter of interest addressing qualifications for meeting the position responsibilities and a current curriculum vitae or resume to:

Mrs. Lauren Graham

Administrative Assistant

Human Resources Office

Midwestern Baptist Theological Seminary and College

5001 N. Oak Trafficway

Kansas City, MO 64118

[lgraham@mbts.edu](mailto:lgraham@mbts.edu)

Preferred starting date is August 1, 2017.

Additional questions about the position may be directed to Kenette Harder, Director of Library Services.

Kenette Harder

Director of Library Services

Midwestern Baptist Theological Seminary and College

816-414-3730

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