

# ***OBLATE SERVICE CORPORATION***

## ***Oblate School of Theology***

285 Oblate Drive San Antonio, TX 78216  
Ph: (210)341-1366 Web Site: [www.ost.edu](http://www.ost.edu)

### **JOB OPENING**

The Oblate Service Corporation seeks applicants for the **CIRCULATION CLERK** position at the Oblate School of Theology (OST) Library. The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together diverse cultures, OST educates for mission.

**POSITION:** **CIRCULATION CLERK**

**POSITION STATUS:** **Part-Time, Non-Exempt**

**SUMMARY:** Responsible for being the main link to the library patrons and public and often is the primary representative of the school to visitors. Is on site on the library's main floor at the Circulation desk. Is responsible for maintaining the circulation records of all library materials and patrons. Is available to assist the patrons with WorldCat Discovery and other library databases. Opens and closes the library accordingly during hours of operation. Checks out and checks in books and other materials available for circulation. Maintains records and reports that relate to circulation, i.e., patron records, circulation statistics, etc. Maintains TexShare program and reports usage of the same to TexShare annually. Is always available to assist patrons regarding circulation material; this includes taking the patron to the circulation areas (if feasible) when the patron is new to the library. Is part of the Orientation Team when the library hosts new patrons. Maintain the newspaper rack and select serials in the library's main room. Oversees the need for newspaper recycling. Assists the General Services Manager with displaying journals, as necessary. Is responsible for the distribution of incoming daily mail. Sends out mail and e-mail notices regarding overdue books and outstanding balances. Collect fees for overdue books and copy machine use and maintain records. Maintains the Reserve Book Collection: this includes getting book lists from Instructors and professors, retrieving them from the shelves, placing them on the Reserve Shelves, and overseeing the use of these books for patrons in accordance with the directives of the Library Handbook. Only the Circulation Clerk is allowed in the Reserved Book Collection area. Oversees the use of the scanner and computers in the library's Main Room and reports any abuses of the scanner and computers to the Director. Oversee the use of the copy machine in the library's main room. Maintains the library's Main Room and is responsible for its neatness and general appearance. Assists the Cataloger with book processing and must be able to lift 25-30-pound boxes. Is available for library needs at the request of the Director.

**WORK HOURS:** During School Sessions:  
Monday – Friday 12:30 – 5:30 (during the semester)  
Monday – Friday 12:30 – 5:00 (all other times)

**EDUCATION/SKILLS:** A high school diploma or GED is required. A minimum of one year of general office experience is required. Proficiency with computers, copiers, and other office equipment is required. Possess welcoming and hospitality skills, required. Bilingual skills (English-Spanish) preferred.

**JOB CLOSING DATE:** **Until filled**

Qualified candidates should Visit [www.ost.edu](http://www.ost.edu) to apply under the **CAREER OPPORTUNITIES** section.  
*Employee referrals are welcomed.*

*Oblate Service Corporation and its affiliates are an Equal Opportunity Employer.*

May 7, 2024