



Sacred Heart Seminary and School of Theology (SHSST) is currently seeking candidates for the role of **Library Circulation Assistant**. This is a part-time position that works 20 hours per week.

Located in Franklin Wisconsin, we are a Roman Catholic seminary and accredited higher educational institution, sponsored by the Priests of the Sacred Heart, that specializes in priestly formation for men of all ages.

The Circulation Assistant, under the supervision of the Digital Services Librarian, supports the daily operations of the seminary and school by providing courteous service to students, faculty, clergy and visitors. This position ensures a welcoming environment that supports educational and spiritual formation.

ESSENTIAL RESPONSIBILITIES

Circulation

- Check library materials in and out (including book drop and delivery bin materials)
- Create new patron cards
- Place and delete holds and online requests for patrons
- Print paging slips and retrieve requested books
- Research and communicate with patrons regarding lost materials and overdue books
- Shelf books and journals as needed

Interlibrary Loans (ILL) & Lending

- Manage SWITCH delivery bins
- Monitor, fill, and prepare OCLC WorldShare Interlibrary Loan (ILL) requests and returns
- Prepare requests for South Central Library System bins (in-state) and mailing (out-of-state)
- Scan materials for ILL or patron use

Collection Maintenance

- Book processing: apply barcodes, labels, plastic jackets, and stamps
- Course reserve shelves: set up in the ILS, manage shelves
- Collection management (e.g., deselection, inventory, shelf-reading, shifting)
- New books shelf: remove books when the temporary shelving designation has expired
- Serials: check in and shelve new issues; move older issues to closed stacks
- Perform ongoing collection inventory
- Print and apply replacement spine labels as needed

Miscellaneous

- Assist patrons with library equipment (e.g., computers, printer/scanner/copier)
- Scholarly Assistance Project: scan table of contents of select serials for faculty distribution
- In-house repair of materials
- General administrative tasks (e.g., managing printer, sorting daily mail, answering phones)
- Special projects as needed and other duties as assigned

REQUIRED QUALIFICATIONS and EDUCATION

- High school diploma required
- Analytical and problem-solving skills
- Attention to detail and accuracy
- Proficiency with Microsoft Office Suite
- Strong written and verbal communication skills
- Hospitable and service-oriented disposition
- Ability to lift and carry up to 35 lbs.

PREFERRED QUALIFICATIONS

- Experience in an academic setting
- Experience with OCLC and Integrated Library System software (ILS)
- Familiar with Catholicism and/or religious terminology

Interested candidates are encouraged to submit their resume and cover letter detailing their relevant qualifications and experience to library@shsst.edu. The position will remain open until filled. Priority consideration will be given to resumes received by July 31, 2026.