



Librarian

SUM Bible College and Theological Seminary equips indigenous leaders from America and the nations of the world by offering an affordable theological education combining academic instruction with practical hands-on ministry with personal mentorship. Our mission empowers Christian leaders to be instruments of change in their respective communities. SUM is accredited with Association of Biblical Higher Education (ABHE). All SUM faculty and staff members are committed to Jesus Christ, to SUM's vision, mission, purpose and values and to affirm the SUM's Statement of Faith, all of which may be found on the SUM's website at www.sum.edu.

Position Title	Librarian	Job Type	Full-time
Salary or Hourly	Salary	Min. Education	M.S. in Library Science
Compensation	TBD	Level	Administrative
Reports to	Chief Academic Officer	Location	Sacramento, CA, USA

Summary

The mission of the SUM Libraries is to support the purpose and goals of the school by acting as the primary provider of relevant educational resources in print and electronically to all students and faculties of SUM. The major operational objective of the library is to acquire and organize information in various forms that support the overall curriculum and mission of SUM.

Responsibilities

- Serves as the link between library users and the resources they require.
- Directs users of the library i.e., students and faculty, to standard references both on campus and online, while providing information to make it easier for people to use the library.
- Organizes and maintains periodicals or journals.
- Prepares (a) volumes for binding and cataloging, and (b) library materials for coding and cataloging. All catalogued or coded library materials are to be made available in computer databases for information retrieval. COPY TO LIBRARIAN
- Maintains book collection, inventory, and collecting fines.

- Serves as a custodian of any library equipment, or other SUM properties designated to the library.
- Occasionally operates audiovisual equipment for some classes that are held in the library.
- Educates students on the library system while encouraging them to understand the importance of books and reading.
- Assists and is available to answer questions students may ask concerning special assignments.
- Coordinates with faculty members and assists them in gathering instructional materials and information for special projects. This might include the demonstration of bibliographies and/or instruction in person or online during a class.
- Recommends systems that will facilitate efficiency in carrying out the library's goals and the Academic Department's mission. Recommended systems are subject to the approval of his/her immediate supervisor or in some cases the Executive Committee.
- Maintains accurate record of library acquisitions and withdrawn items.
- Prepares quarterly library status and development report in time for quarterly board meetings.
- Works with other organizational members especially within his department in a positive collegial manner.
- Mentors both by example and through purposeful living before, the SUM students, as well as among his or her co-workers.
- Contributes and participates in planning, assessment and other related activities in the Academic Department.
- Assists in all accreditation-related activities from time to time.
- Performs other duties and tasks that may be added from time to time.
- Shelving materials
- Maintaining orderly appearance of the library including the dusting of shelves and work spaces
- Making copies of course materials for faculty and students

Required Qualifications

- An ALA accredited M.L.S. degree (or equivalent)
- At least 2-3 years' supervisory experience in an academic library setting

Preferred Qualifications

- Background in systems or a technical librarian.

Competencies Required

- Excellent computing skills
- Knowledge of databases, online public access systems, and circulation systems.
- Ability to operate office equipment such as copiers, etc.
- Excellent people skills
- Excellent written and verbal communication skills
- Ability to work independently as well as within a team collaborative role.
- Experience with and knowledge of intellectual property and copyright laws as they pertain to distance education
- Actively participates in Christian fellowship.
- Ability to lift or move at least 20 lbs. of material (i.e., books in boxes, shelving, etc.)
- Able to multitask.

To Apply:

1. Determine if you can affirm SUM's [Statement of Faith](#).
2. Submit the following required documents on the [Application Upload](#) Page.
 - a. Cover Letter
 - b. Resume / Curriculum Vitae
 - c. Employment Application (DocuSign)
 - d. Christian Biographical Sketch
 - e. Ask three people to fill out a Letter of Recommendation for you (DocuSign)