

The Southern Baptist Theological Seminary

Position Description

Position Title: Research Expert

Department: Library

Position Code: N0203

Date Prepared: 8/8/12

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Research Expert is an energetic and innovative member of the library's patron service team. The purpose of the Research Expert is to provide strong customer service and a range of library research services to the Seminary community by specializing in Theology, BGS and Church Ministries.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Facilitate student learning and success through coordination of institutional resources for students to meet their research needs
- Assist in the development and delivery of research related services for on-campus and non-local students and faculty
- Ensure seamless student learning services by coordinating services for degree programs delivered through emerging technologies and at various physical locations
- Work collaboratively with the Librarian and Assoc. Librarian to develop and implement appropriate research service policies
- Collect, evaluate, and report relevant service data for assessing and improving research services
- Develop and provide appropriate instructional services to faculty and students
- Promote library collections and research services through traditional and social media outlets
- Develop discipline and research skill related content to enhance student and faculty use of library resources and services
- Serve as a liaison to faculty and students in a specific school/division of the Seminary
- Participate as appropriate in general library planning
- Maintain current knowledge of new developments in the library field
- Assist the Librarian and Assoc. Librarian with special projects

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have a Masters of Divinity or equivalent Seminary degree. Prefer current students in advanced research degree programs comparable to degrees offered by the Seminary.

EXPERIENCE:

The person in this position should have strong customer service skills along with strong academic performance and research skill development; demonstrable public services orientation and success working with teams; knowledge of existing and emerging technologies; instructional experience; strong written and oral communication skills; experience with promotional initiatives.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to

WORK ENVIRONMENT:

The person in this position will work in an office setting.

EQUIPMENT:

The person in this position will use the following equipment: typical office equipment.