

POSITION DESCRIPTION

Job Title: Library Services Specialist
Department: Library Services
Reports To: Director of Library Services
Prepared Date: Revised September 4, 2026
Part-Time Part-Time, (20 hours)
Remote: No

Summary: The Library Services Specialist, through faithful service to accomplish the mission of Kuyper College supports the academic objectives, programs and curriculum of the College by providing appropriate resources and services. The position assists in the management and administration of a library services program by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties as assigned.

- Collaboration and Integration with the Larger Kuyper Community
 - Learn and support Kuyper College's mission and vision as it applies to library services and student academic support
 - Develop and maintain healthy relationships with other staff, faculty, and departments
 - Actively participate in Chapel services and student small groups
- Collection Management and Cataloging
 - Conduct inventory, shifting, and rightsizing of the collection
 - Perform MARC record maintenance and cataloging corrections as needed
 - Compile collection development recommendations for subject-area acquisitions
 - Perform copy cataloging for new Zondervan Collection repository items
 - Oversee and assist in processing new items
- Signage, Displays, and Decorations
 - Design and update library signage using Canva according to Kuyper College's branding and styles guidelines
 - Create monthly themed book displays
 - Assist with holiday decorations
- Library Management System and Discovery Layer
 - Maintain and configure Alma integrated library system and Primo discovery layer (Kuyper OneSearch)
 - Support future library system updates including data cleaning, configuration, and testing
 - Troubleshoot patron issues in Alma and Primo

- Revise student instruction documents as necessary
- Patron Services, Circulation, and Interlibrary Loan
 - Provide patron-facing services to staff, faculty, students, and guests including but not limited to circulation services, utilizing the discovery layer, locating resources, using public computers, etc.
 - Oversee circulation procedures and train student staff on circulation processes
 - Oversee MeLCat and ILL procedures and train student staff on resource sharing processes
 - Implement and administer library services to patrons in-person and online
 - Troubleshoot e-access issues for patrons accessing electronic materials
- Instruction and Research Assistance
 - Implement and administer course reserves
 - Provide library instruction in various research strategies and introduce/orient students to library resources
 - Provide one-on-one research assistance to students and faculty
 - Maintain current knowledge of instructional trends and research
- Student Staff Supervision and Training
 - Train students in Library of Congress call number system
 - Train students in circulation, patron services, item processing, etc.
 - Collaborate with the library director in vetting, interviewing, and hiring student staff for KuyperWorks
- Ongoing Professional Development:
 - Participate in professional organizations, workshops, and continuing education opportunities as funding is available
 - Proactively explore Ex Libris' product documentation and continue learning the Library Management System and relevant updates
 - Collaborate with the library director for developing and implementing institutional effectiveness goals
- Other Possible Duties:
 - Maintain library social media accounts with posts related to special events, featured displays, and announcements
 - Collaborate with the library director on developing assessment instruments to evaluate the library's contribution to student learning
 - Serve on campus committees as requested

Education and/or Experience

- A Bachelor's degree from an accredited school. Related experience or training will be considered
- 1-3 years experience or equivalent combination of education and experience; academic library experience preferred
- Demonstrated effective communication abilities
- Proven ability to work with minimum supervision
- Experience in reference, instruction and relevant computer technologies
- Experience with library management systems (Alma/Primo preferred)

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Faith and Life

Kuyper College employs persons in staff positions whose faith and life are exemplary in their Christian profession, commitment and behavior. Staff members are asked to agree to the Kuyper College Doctrinal Statement and annually sign the Statement of Belief and Commitment.

Computer Skills

To perform this job successfully, an individual should have a high degree of computer literacy and experience with relevant computer technologies, such as: integrated library automation system software, learning management system, database software, spreadsheet software and Google products. Experience with Primo (Kuyper OneSearch), Open Athens and Ex Libris Alma.

Other skills that will lend themselves toward success:

Language Skills

Ability to read, analyze and interpret professional literature, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure



manuals. Ability to effectively present information and respond to questions from groups of patrons, staff, faculty, students, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, draw valid conclusions, and develop solutions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Interested candidates please send your cover letter and resume to
HRapplications@kuyper.edu**

Be sure to visit our website at www.kuyper.edu

(Rev. 09/03/26; JT, JP)

Bringing God's Grace into Today's Culture

3333 East Beltline NE • Grand Rapids, MI 49525 • Phone: 616.222.3000 • Fax: 616.988.3608 • www.kuyper.edu