



CLAREMONT  
SCHOOL OF  
THEOLOGY

**CLAREMONT SCHOOL OF THEOLOGY**  
AT WILLAMETTE UNIVERSITY

**Position Title: Library & Archives Assistant**

**Immediate Supervisor:** Wm. Andrew Schwartz, Executive Director

**Department:** Center for Process Studies

**Status:** Part-Time (10-20 hrs per week)

**Location:** Salem, OR

**Pay Rate:** Salary range is \$15-20 per hour

**Start Date:** Open Until Filled

**Summary**

The Library & Archives Assistant of the Center for Process Studies will work with the Library & Archives Manager to help organize and digitize the CPS library and archives.

**Required Competencies**

- Interpersonal skills (working with students, staff, faculty, and researchers from around the world).
- Computer literacy (skilled or ability to learn Google Drive, Adobe, WordPress, etc.).
- Self-directed organizational and time-management skills.
- Creative problem-solving skills.

**Education/Experience**

- N/A

**Computer Skills**

Proficiency in Word, Excel, Google Drive, Adobe, and other appropriate software preferred. Operates a variety of office machines, including scanner.

**To Apply:**

Submit a resume and cover letter to CPS Executive Director, Wm. Andrew Schwartz <[aschwartz@cst.edu](mailto:aschwartz@cst.edu)>.