Recruitment

STM has immediate vacancies for the position of Assistant Librarian or Library Assistant. If you view this as an opportunity to serve the Lord and His people, we invite you to email your application and resume accompanied by a photograph image to:

The Administration & Finance Manager
Seminari Theoloji Malaysia
Lot 3011 Taman South East
70100 Seremban, Negeri Sembilan
Email: vernie@stm2.edu.my

Salary will commensurate with qualifications and experience. The minimum salary is RM1,840. STM continues to accept applications until the vacancies are filled.

Qualifications
- Mature Christian who is pro-active, hardworking, well-organised, self-motivated and with good interpersonal skills.
- Theological qualifications (for Assistant Librarian); college-level qualifications (for Library Assistant).
- Computer literate (MSWord, Excel) and internet-savvy.

Job Description
To manage Library collection and perform other common duties such as cataloguing, purchasing, administrative and clerical work, accounts, circulation and reference services, and shelving.

Training in Theological Librarianship
For successful candidate for the position of Assistant Librarian, there is the prospect of further training in theological librarianship.

Please help us to pass the word around