

Position: **Librarian**

Application Deadline: 1st July 2018

Job Description (Summary)

Academic librarians are responsible for acquiring, organising, managing and distributing library resources, and ensuring that library provision meets the needs of all its users.

Responsibilities:

- selecting, developing, cataloguing and classifying library resources
- answering readers' enquiries
- using library systems and specialist computer applications
- management of staff, including recruitment, training and/or supervisory duties
- liaising with departmental academic staff, external organisations and suppliers
- ensuring that library services meet the needs of particular groups of users (eg staff, postgraduate students, disabled students)
- managing budgets and resources
- supporting independent research and learning
- developing IT facilities
- assisting readers to use computer equipment, conduct literature searches etc
- promoting the library's resources to users

Qualifications and Skills:

From many background, preferred BA or MA in Library and Information Science

- strong IT skills and familiarity with the use of databases and the internet
- teamworking and management skills
- assessment of resources and library users' needs
- presentation and verbal communication skills

To Apply:

Apply by e-mailing your updated CV to jobs@ue.edu.krd with the title of the position in the subject line.