

JOB DESCRIPTION

PART TIME – LIBRARY ASSISTANT

JOB DETAILS			
Position Title:	Part-time Library Assistant	Grade	
Department/Division:	Library		
Reports to:	Library Manager		
Supervises:	None		
Last Updated on:	June 11, 2019		

Job Purpose

Library Assistant supports faculty and students with library and reference services. The incumbent's scope of work includes circulation activities, maintaining the decorum of the library and keeping the library facilities available to the faculty/students during the evening hours. This is a hands-on role which will have the Library Assistant working closely with faculty and students.

Main Duties and Responsibilities:

- Provide a welcoming and responsive attitude at the Circulation Desk helping all customers with queries and perform the circulation duties.
- Perform shelving and shelf-reading.
- Assist patrons with ready-reference questions & in locating materials on the shelves.
- Provide timely support to faculty and students.
- Explain and enforce library policies.
- Assist in maintaining a conducive atmosphere in Library for Learning.
- Maintain and monitor study rooms, library security system and assist in using library copier/scanner.
- Perform other related and essential tasks as necessary and assigned by the Library Director.
- Should be able to work evening hours & on Saturdays

Required Minimum Qualifications

- Minimum Higher Diploma and 1-year relevant experience.
- Computer literacy and ability to integrate technology in the workplace; Microsoft Office Skills.
- Prefers a working knowledge of LC Classification System and Millennium Library Software.
- Ability to understand the queries of customers and direct them to the appropriate resources.
- Working knowledge of library methods and procedures.
- Strong verbal and written communication skills and a demonstrated competency to interact with people.

- Good customer service skills. Courtesy and tact when dealing with patrons while enforcing library policies.
- Ability to work effectively as part of a team in a multi-cultural environment.
- Ability to cope with pressure in a positive manner while working to deadlines.
- Ability to maintain skills through active participation in appropriate library skills learning experiences.
- Promptness, dependability and attention to details.
- Physical ability to move books via carts within the library.
- Fluency in written and spoken English is essential.
- Knowledge of Arabic is desirable but not a requirement.

APPLICATION PROCEDURE:

Please email your application to careersdubai@rit.edu and include the following items in your application:

- Subject line must include the source, your name and position you are applying for;
- (Mr. John Smith – Part-time Library Assistant)
- Cover letter detailing your technical/professional qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is found. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.