

Librarian

Job Type: Managerial

JOB SUMMARY

The Librarian is responsible for managing the development of the Library, for providing library and research services for the University and maintenance of the library and its collections. The Librarian reports directly to the President.

DUTIES & RESPONSIBILITIES

1. Manages the planning, administrative and budgetary functions of the library and its information services.
2. Manages the acquisition of books, the purchase of library collections and resources, and maintains purchase records.
3. Liaises with the deans and department heads & supervises the Library personnel and suggests necessary library staff development and training.
4. Ensures the proper organization of library materials by establishing an accurate inventory of resources and efficient retrieval by users.
5. Manages the original cataloguing and classification of print, audio-visual and electronic resources and the indexing systems and files for special collections & the entry of cataloguing data in the library's automated system.
6. Ensures that library users are adequately guided by Library personnel to effectively search the Library catalogue, Internet and other electronic resources
7. Provides an interlibrary loan service and maintains the service records.
8. Participates in seminars and meetings towards the development and advancement of Library resources and services & represents the University in the AMICAL consortium & the NLA agreement
9. Manages the work of student assistants and is responsible for their evaluation.

SKILLS & PERSONAL QUALITIES

-) Fluent in English & Armenian
-) Working knowledge of Library programming standards, policies, procedures, methods, ethics and professional standards
-) Working knowledge of Library systems for cataloguing, acquisitions and searching, on-line bibliographic utilities
-) Team building, research & organizational skills
-) Analytical, decision making, and problem solving skills
-) Effective verbal, presentation and listening, & written communication skills
-) Computer skills including the ability to operate computerized library, spreadsheet, word processing, e-mail programs
-) Possession of cultural awareness and sensitivity

BENEFITS

Health Insurance
NSSF
Child Education Allowance

JOB LOCATION: Beirut, Lebanon

JOB SCHEDULE: Work hours: 40 hours per week (distributed over 5 days).

To Apply:

Interested candidates can send their C.V.'s to staffapplications@haigazian.edu.lb
Deadline for application is June 12, 2023.