



**DEPARTMENT OF ADMINISTRATION**

**JOB DESCRIPTION & PERSON SPECIFICATION FOR ASSISTANT LIBRARIAN**

**1. JOB INFORMATION**

Post Title: **ASSISTANT LIBRARIAN**  
Mode: **Full Time**  
Ref No: **WUB/Admin/Asst\_Lib/2019**

**2. JOB DESCRIPTION**

**Main Duties and Responsibilities**

Check library materials in and out;

Answer phone, help students find books and answer questions, assist in withdrawal of books;

Provides reader's advisory service, keep circulation records, empty book drop;

Register new library patrons on computer, collect and record fines, process and repair library materials;

Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching;

Sort books, publications and other items according to established procedure and return them to shelves, files, or other designated storage areas;

Put reserves on books that have been requested, assist in processing new books, inventory books when necessary, edits catalog records;

Assists in creating promotional materials, writing reports, and maintaining files;

Open and close library as needed, clean as needed throughout the library;

Performs other related duties as assigned.

**Additional Job Requirements**

Must have knowledge in computer operation in office applications and other web based functions;

Sorts and routes mail, fundamental knowledge of library circulation processes;

Knowledge of and ability to use library catalogs, indexes tools, and services;

Ability to learn the use of audiovisual equipment, ability to communicate effectively orally and in writing;

Working knowledge of English grammar and spelling;

Ability to exercise mature independent judgment.

**AND** such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

**Supervision Given**

Administrative staffs as appropriate.

**PERSON SPECIFICATION FOR ASSISTANT LIBRARIAN**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education / Qualifications</b>	Minimum Bachelor Degree in Information Science and Library Management from any recognized university.	Research and relevant publications.
<b>Experience</b>	Must have 1 year experience.	Evidence of communication to the wider student experience e. g. in employability/ enterprise initiatives, student welfare.
<b>Job Related Skills and Capabilities</b>	Ability to work independently, to take the initiative, and to innovate ability to identify and secure opportunities for development of the Department/ University.  Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research.	Evidence of successful external network.
<b>Interpersonal Skills</b>	Effective oral and written communication skills in both individual and group situations.  Ability to lead and work as a member of a team of group.	
<b>Other Requirements</b>	Willingness to travel abroad to undertake academic and related activities.  Must have knowledge in initiating and development of laboratory facilities for facilitating teaching and research.	.

**Instructions**

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at [aj.masud@wub.edu.bd](mailto:aj.masud@wub.edu.bd). An online application forms must be filled from <http://jobs.wub.edu.bd>.