



## **WORLD UNIVERSITY ADMINISTRATION**

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

#### **1. JOB INFORMATION**

Post Title: **JUNIOR ASSISTANT LIBRARIAN**

Mode: **Full Time**

Ref No: **WUB/WUA/Lib2**

#### **2. JOB DESCRIPTION**

##### **Purpose**

Under the supervision of a Senior Librarian or top administration the candidate will be assigned to a variety of basic, public, technical, and clerical services including information and reference service, reader's advisory, presenting programs, copy cataloging, circulation services, and administrative support.

#### **3. MAIN DUTIES AND RESPONSIBILITIES**

- a) Check library materials in and out.
- b) Provide reader's advisory service.
- c) Empty book drops.
- d) Help students find books and answer questions to library collection.
- e) Keep circulation records.
- f) Register new library patrons.
- g) Assist patron(s) with ready-reference questions and with reader advisories, bibliographic instructions, and database searching.
- h) Collect and record fines.
- i) Answer phone calls of students
- j) Process and repair library materials.
- k) Put reserves on books that have been requested
- l) Assist in processing new books.
- m) Inventory books and documents.
- n) Assist in creating promotional materials, writing reports, and maintaining files.
- o) Edit catalog records.
- p) Open and close library as needed.
- q) Maintain office hours.
- r) Clean as needed throughout the library.
- s) Assist in withdrawal of books.

- t) Perform other related duties as assigned.

### ADDITIONAL JOB REQUIREMENTS

- i. Must have knowledge in computer operation in office applications and other web based functions.
- ii. Should be able to sort and route emails.
- iii. Fundamental knowledge of library circulation processes.
- iv. Knowledge of and ability to use library catalogs, indexes tools, and services.
- v. Ability to learn the use of audiovisual equipment.
- vi. Ability to communicate effectively orally and in writing.
- vii. Working knowledge of English grammar and spelling.
- viii. Ability to exercise mature independent judgment.

### PERSON SPECIFICATION FOR JUNIOR ASSISTANT LIBRARIAN

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Education / Qualifications</b>	Minimum diploma in Library Science from any recognized University.	Minimum Bachelor Degree in Library Science from any recognized University.
<b>Job Related Skills and Capabilities</b>	<p>Ability to work independently, to take the initiative, and to innovate ability to identify and secure opportunities for development of the Library / University.</p> <p>Commitment to delivering high quality service to students.</p> <p>Good organizational and management skills.</p> <p>Suitable level of proficiency in ICT and understanding of its application to applied research.</p>	<p>Be able to work long hours.</p> <p>Dedicate oneself in development of the library and contribute to the best of the skills.</p>
<b>Interpersonal Skills</b>	<p>Effective oral and written communication skills in both individual and group situations.</p> <p>Ability to lead and work as a member of a team of group.</p> <p>Ability to relate to students with diverse backgrounds, ages and experience.</p>	Experience of mentoring or supporting more junior or less experienced colleagues.

<b>Other Requirements</b>	An ability to bring innovation in the library system	New ideas and developments would be considered an added advantage.
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**Instructions**

For further information, please send your enquiries to the Mr. Mohammed Abdul Jalil at [aj.masud@wub.edu.bd](mailto:aj.masud@wub.edu.bd). Application forms for the post are available from <http://jobs.wub.edu.bd>. Please download the form and submit your application via email to [hr@wub.edu.bd](mailto:hr@wub.edu.bd) or submit by postal mail to **Human Resource Division**, World University of Bangladesh, Building 3/A, Road # 04, Dhanmondi, Dhaka – 1205, BANGLADESH.