



DEPARTMENT OF ADMINISTRATION

JOB DESCRIPTION & PERSON SPECIFICATION FOR ASSISTANT LIBRARIAN

1. JOB INFORMATION

Post Title: **ASSISTANT LIBRARIAN**
Mode: **Full Time**
Ref No: **WUB/HR/Asst_Lib/2025(005)**

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.

Salary Range: Tk. 19,920/- (Starting) to Tk. 30,450/- per month.

PERSON SPECIFICATION FOR ASSISTANT LIBRARIAN

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Minimum Bachelor Degree in Information Science and Library Management from any recognized university.	Research and relevant publications.
Experience	Must have 1 year experience.	Evidence of communication to the wider student experience e. g. in employability/ enterprise initiatives, student welfare.
Job Related Skills and Capabilities	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.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations. Ability to lead and work as a member of a team or group.	Experience of mentoring or supporting more junior or less experienced colleagues.
Other Requirements	Willingness to travel abroad to undertake academic and related activities.	. Ability to make good understanding.

Instructions

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