



DEPARTMENT OF ADMINISTRATION

JOB DESCRIPTION & PERSON SPECIFICATION FOR JUNIOR LIBRARIAN

1. JOB INFORMATION

Post Title: **JUNIOR LIBRARIAN**
Mode: **Full Time**
Ref No: **WUB/HR/Jr._Lib/2025(006)**

2. JOB DESCRIPTION

Main Duties and Responsibilities

Maintaining the overall administration of the Library; develops, assesses, and implements objectives in support of the library's strategic plan.

Manages library professional and support staff and administers personnel actions (e.g. selection, termination, evaluation, etc.); collaborates with Training Services to provide training and staff development.

Recommends changes to improve operations, streamline work processes, and work collaboratively to provide quality service; motivates staff to ensure coordinated efforts towards the accomplishment of objectives.

Manages Technology staff and others in the identification and implementation of new technology to improve library operations.

Process new materials including books, audiovisual materials, and computer software.

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

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

Assist in processing new books.

Inventory books when necessary.

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

Development of inter- Library relationship and latest techniques of Library management.

Overall supervision and maintaining of the activities of the Library.

Ability to think strategically and develop objectives in the achievement of long-term goals.

Keeps abreast of library trends and best practices applicable to Library operations. Performs other 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. 23,180/- (Starting) to Tk. 40,882/- per month.

PERSON SPECIFICATION FOR JUNIOR LIBRARIAN

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Master degree with Honors in Information Science and Library Management from any recognized University with no 3rd division/class.	Research and relevant publications. M.Phil. or PhD degree is desirable.
Experience	Must have 3 years of 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 of 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.
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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>.