

VACANCIES IN NTU LIBRARY

NTU Library is inviting qualified candidates to apply for the following posts.

1. Librarian (Library Technology & Systems)

This post is open to applicants who possess professional qualifications in library and information science and has a strong background in computer science or information technology areas. The successful candidate will be part of the Library Technology & Systems division, which oversees the maintenance and development of the Library IT infrastructure to provide effective and efficient access to all library digital resources.

The work involves maintaining and developing systems and capabilities to support library operations and services. Some of the major systems managed by the division include the Library automated system, institutional repository and Library website. The successful candidate will also perform duties as subject librarian and will be involved in collection development, instruction, reference services and management of electronic resources.

Requirements:

- MSc degree in Library and Information Science (or an equivalent qualification) with a bachelor's degree in information technology area
- Knowledge of Windows operating systems, Linux or Unix
- Able to work on multiple assignments, independently as well as in teams
- Has good customer service skills
- Good communication (both written and spoken), organizational & analytical skills

2. Management Support Officer (Library Promotion)

This post is suitable for applicants who are proficient in multimedia, website and graphic design. The successful applicants will support the work of the Library Promotion Division in promoting the use of library and information resources and services. He/she will create, design and produce web and print graphics and publications for websites and other publicity materials. In addition, he/she will assist in managing exhibitions, events, promotional activities and other office administration work.

Requirements

- Polytechnic diploma (or equivalent) in graphic design or multimedia.
- Demonstrated proficiency in using the graphic software such as Photoshop, Macromedia Flash, InDesign
- Attention to details
- Good communication and interpersonal skills
- Able to multi-task and prioritize work

APPLICATION PROCEDURES

Interested applicants should send in the completed application form (obtainable from website: <http://www.ntu.edu.sg/hr/AppInforms.htm>), their curriculum vitae and a brief letter of introduction by email to the University Librarian at librarian@ntu.edu.sg

The closing date of application is **24 Sep 2007**. All applications will be acknowledged. However, only short listed candidates will be informed of appointments for interviews.