



# UWCSEA

United World College of South East Asia

United World College of South East Asia (UWCSEA) is part of the wider United World College Movement whose broad aim is to promote international understanding through education and to make this education relevant to the global needs of our time. UWCSEA has 2900 students comprising of 65 different nationalities. We invite suitably qualified candidates to join us as:

## **LIBRARY ASSISTANT**

### Job Responsibilities

- Perform routine counter duties such as handling user enquiries and circulation of library resources
- Shelving of library books and materials on a daily basis
- Conduct inventory and follow up on the return of overdue books and circulation of materials
- Other duties as required by the Librarian

### Job Requirements

- Min GCE "O" Levels and preferably with Certificate in Library and Information Management
- At least 2 years of relevant working experience in a library or information resource centre
- Proficient in Microsoft Office and internet savvy
- Possesses good communications and interpersonal skills
- Keen learner who is adaptable and is able to work effectively in a team

Please write in with a detailed resume **by 23 July 2007** to:

Human Resource Manager  
United World College of South East Asia  
1207 Dover Road  
Singapore 139654  
Email: [hruwc@uwcsea.edu.sg](mailto:hruwc@uwcsea.edu.sg)  
Fax: 6775 3424

(Only shortlisted applicants will be notified)