

Staff Employment

NTU LIBRARIES

Librarians

If you are passionate about supporting others to learn, teach and undertake research work, we would like to hear from you. NTU Library is building a strong team of librarians to provide access to valuable print and electronic resources and create new services and tools to guide our users.

Two positions are currently available:

1. **Head, Art, Design and Media Library**
2. **Technical Services/ Subject Librarian**

NOTE: Position No.2 may also be filled at Assistant Librarian level. Requirements for this level include a strong undergraduate degree and a desire and commitment to becoming a professional librarian. Assistant Librarians may be supported to complete a Master Degree in Information Studies on a part-time basis.

Responsibilities:

Head, Art, Design and Media Library

- Responsible for Library services provided in the specialist discipline area
- Responsible for an ultramodern Library facility within the iconic ADM Building
- Heads a small team of professional and support staff to deliver services
- Co-ordinates liaison with faculty to support teaching and research
- Supports programmes to encourage lifelong learning

An art, design or media background would be highly regarded.

Bibliographic Services/Subject Librarian (dual roles)

- Member of a team reporting to the Head, Bibliographic Services Division and also of a team reporting to the Head of a Special Library
- Undertakes copy and original cataloguing of all forms of collection materials, including online and audiovisual material and books

- Undertakes collection development, conducts subject tutorials, manages subject-based electronic resources, promotes the use of resources and liaises with faculty in a specific discipline

Currently, a background in materials science or mechanics, economics or hospitality management would be an advantage

Educational qualifications

Masters degree or Post-graduate diploma in library and information science from a recognized university AND a good undergraduate degree. For an Assistant Librarian appointment a good undergraduate degree is required.

Requirements

1. Strong empathy for users at all levels
2. Good organization skills
3. Proficiency in the use of technology, including experience using web authoring tools
4. Ability to communicate well with colleagues and users in individual and group settings
5. For the Head position, experience at a supervisory/managerial level
6. For Position 2, an interest in pursuing a long term career in library and information work, strengths in English and Chinese, an interest in cataloguing and a meticulous approach to work is required.

Application CLOSING DATE MONDAY 9th February 2009

Suitably qualified candidates are invited to apply by using the prescribed Personal Particulars Form (Administrative and Support positions) obtainable from <http://www.ntu.edu.sg/ohr/Career/CurrentOpenings/Management/Documents/AdminForm.doc>

Send the completed form, with your curricula-vitae and cover letter to:

Deputy University Librarian

Nanyang Technological University, North Spine 3
50 Nanyang Avenue, Singapore 639798
isabellatrah@ntu.edu.sg Tel: 6790 5208

Only shortlisted candidates will be notified.