



Li Ka Shing
Library

Li Ka Shing Library, Singapore Management University – Circulation Librarian

Li Ka Shing Library, in its second year of rapid and successful growth, emphasizes the support of SMU research and teaching through access and excellent customer service. We are seeking an innovative, creative enthusiastic librarian to lead our **Circulation team** and be part of our **Information Services team**, a person who is interested in being part of a dynamic research and learning environment. For a more detailed description of the position and the requirements, [please visit our website](#).

Circulation Librarian : A mid-level position to manage circulation services. Primary responsibilities include managing the Customer Services Center and taking the lead in planning for the circulation module in a new integrated library system, including developing new policies, procedures and services to create an efficient work flow. She/he will supervise and train at least four FTEs. SMU expects its librarians to provide general reference services.

Requirements:

1. MLS degree from an ALA-accredited program (or an equivalent qualification) with three years of related experience with preferably a subject bachelors degree
2. Knowledge of and experience with current practices and trends in circulation and related workflows and routines
3. Excellent customer service skills
4. Ability to analysis and resolve problems
5. Flexibility to work with multiple assignments and priorities
6. Required competencies, including accountability, clear communication, courage, self-awareness, valuing diversity, working in a team

Please [mailto: libjob@smu.edu.sg](mailto:libjob@smu.edu.sg). We will be reviewing resumes as they arrive.