

Information Specialist, Institutional Repository

This job is primarily to support the SMU institutional repository (IR) by managing the research publications, other intellectual assets and institutional records of the SMU to archive and publicise the University's research and teaching and serve the growing population of SMU staff, students and members in their educational, teaching and research information needs. It will allow the library to better serve Office of Research and Office of Strategic Planning.

The person in this position will serve as a liaison between Institutional Repository Library team and the SMU community, including faculty, HODs and administrative staff to build up the collection of research publications, teaching and scholarly works in the SMU Repository. The successful candidate should have some background in repository records management or knowledge management.

The library has been asked to take over the management of providing research data for the Office of Research and the Office of Strategic Planning to provide statistics on research publications and citations for SMU faculty and to provide quarterly and annual reports.

The workload will grow as the volume of research and scholarly works increase, additional faculty are recruited and the student population increases.

The Library has been tasked to promote and disseminate SMU research output

The successful candidate may also be required to work a regular shift, including weekends, at the customer / information service desk and support the respective services.

Responsibilities

The person for this post will be required to perform the following activities:

1. Liaise with Schools, Centres, Institutes and Departments to collect and actively disseminate the (records and digital objects of) SMU research and scholarly works and institutional records
2. Participate in the IR project and provide administrative support for project workshops, meetings and communications

3. Coordinate the tracking and reporting of research publication statistics, citation counts and repository statistics
4. Develop promotional materials and provide webpage updates and maintenance to keep users informed of IR services and resources
5. Staff an information desk and provide answers to reference questions in all formats

Requirements

1. Minimum undergraduate degree in any one of SMU disciplines, Library Science or Information Studies or Knowledge Management. Relevant experience with Institutional Repository or Knowledge Management preferred
2. Information research skills
3. IT capability (Knowledge of Web 2.0 tools and Dreamweaver preferred)
4. Strong Customer service orientation
5. Excellent interpersonal and communication skills
6. Concise, articulate and confident in written and oral communications
7. Organized, responsible, resourceful, enthusiastic and curious
8. Able to work positively and productively with diverse agencies in an environment of rapid change
9. Able to develop and maintain collaborative relations with faculty, staff and students
10. Ability to organize and analyze data
11. Demonstrated ability to provide instructional presentations
12. Personal strengths should include creativity, interest in innovation, flexibility with ability to work with minimum supervision in a growing team environment

How to Apply:

Please <mailto:libjob@smu.edu.sg>. We will be reviewing resumes as they arrive. Candidates must be eligible to work in Singapore. Local term applies. Only short-listed candidates will be contacted.

Website: http://library.smu.edu.sg/home/job_advert.asp