

NTU Libraries

LIBRARY OFFICER

(Humanities and Social Sciences Library)

The successful candidate will assist Head, Humanities & Social Sciences Library in delivering effective user-focused library services and operations.

The duties include –

1. Assist in managing the routine operations of the library e.g. roster planning, library maintenance and collating of monthly statistics.
2. Provide counter services and assist users in using library resources effectively. Working in shifts is expected.
3. Participate in ad-hoc projects as assigned.

Skills –

- A recognized diploma, especially in Information or Library Studies or Information Technology
- Computer literacy and familiarity with the internet. Knowledge of graphic and publishing software is an advantage.
- Good communication skills including the ability to communicate well with students and faculty in person or via email.
- Able to work well in a team.

Suitably qualified candidates are invited to apply using the prescribed Application Form (Administrative & Support positions) obtainable from [here](#).

Electronic submission of application is encouraged and can be forwarded to: isabellatrah@ntu.edu.sg by Tuesday January 26 2010