

Li Ka Shing Library

Information Resource Specialist

The Li Ka Shing Library is looking for a Senior Library Specialist / Library Specialist to provide Information Delivery Services. You will be part of a dynamic and cohesive team, delivering resources to support faculty in providing curriculum and research of international distinction. As a member of the team delivering the fastest growing services in the Library, you will have the exposure to interesting challenges and unique experiences. You will have the opportunity to work closely with not just the SMU community but external vendors, publishers and other libraries or institutions locally and internationally.

Responsibilities:

- Support the process and workflow for interlibrary loan of materials required by faculty and students
- Record, track and arrange payment of copyright fees, ILL/DDS services and other expenses of the department
- Support faculty in the distribution of course readings to students either as e-reserves or hardcopy course packets and be accountable for distributing materials according to the Singapore Copyright Act, keeping all records of distribution
- Maintain, collate and generate data, records, statistics and reports require for budget forecast, legal audits and performance indicators computation
- Define user requirement, conduct user acceptance testing for technology projects
- Support Circulation desk duties of the library such as loans, enquiries and maintaining the library collection and resources
- Be involve in orientation tours, training programmes or any projects assigned

Requirements

- Min. Diploma with 3 years relevant experience in library, academic or research settings
- Resourceful, organized, meticulous and responsible, good with data and details
- Ability to search and interpret OPAC and citation records, information search skills would be an advantage
- Good interpersonal and communications (written & spoken) skills
- Proficient in Microsoft Office applications (including MS Access database)
- Good team player
- Able to work positively, productively with diverse agencies in an environment of rapid change
- Able to work under pressure, multi-task, and complete tasks within short deadlines
- Excellent time and resource management skill

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