

## Li Ka Shing Library

### *Information Specialist*

Li Ka Shing Library is looking for a dynamic, innovative and service oriented candidate to be part of our Information Services team to enhance SMU's research and teaching through access and service. The successful candidate will assist and support the Librarians to manage and maintain the library resources and programmes to better meet the educational, teaching and research information needs of the growing population of SMU the community. It is also an opportunity for a college graduate who may be considering going into library/information studies to learn more about the work of the library.

#### *Responsibilities:*

1. Staff the information desk and provide answers to reference questions in all formats
2. Use domain knowledge to support research and training
3. Participate in training and orientation programmes and provide administrative support for these services
4. Support collection, organization and reporting of the statistics that measure services
5. Develop promotional materials and webpage updates and maintenance to keep members informed of library services and resources
6. Participate in Digital Library project as required and based on skills
7. Provide administrative support to research librarians.

*The successful candidate may also be required to work a regular shift, including weekends, at the customer / information services desk*

#### *Requirements:*

1. Minimum good on-site undergraduate degree in any one of SMU disciplines
2. Information research skills
3. IT capability (Knowledge of Dreamweaver and MS Office preferred)
4. Customer service orientation

5. Excellent interpersonal and communication skills
6. Organized, responsible, resourceful, enthusiastic and curious
7. Ability to work positively and productively with diverse agencies in an environment of rapid change
8. Ability to develop and maintain collaborative relations with faculty, staff and students
9. Able to work with minimum supervision
10. Able to work as part of a team
11. Demonstrated ability to give instructional presentations

**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](http://library.smu.edu.sg/home/job_advert.asp)