

**Habib University**  
**Job Description**

<b>Position Title</b>	Deputy Manager Systems, Research and Learning Services
<b>Department</b>	Library
<b>Reporting Relationship</b>	Senior Associate, Library and Education Programs
<b>Dated</b>	6 <sup>th</sup> August, 2015

**Scope of the Position**

The incumbent will provide expertise in the effective integration for research and reference services. The person will oversee technical support and maintenance of all computers housed in the library. The person will be developing and implementing programs, workshops and events related to promotion of library, reading, research and information literacy for faculty and students. The person will be responsible for working with close coordination with IT department in different hardware, networking, software related enhancement using Open Source ILS KOHA. The person will also be responsible for enhancing the overall library website and its features. The incumbent will report to of Senior Associate, Library and Educational Programs.

**Summary of Key Functions**

**Specific Role:**

- Managing and enhancing Information Commons and its related services.
- Developing, delivering and assessing research/reference and outreach services to students and faculty.
- Assessing needs of researching students and faculty to expand and develop services.
- Promoting library services to undergraduates through orientations and events.
- Manage co-operative displays in library on various topics and create accompanying awareness and promotional materials.
- Assist students, faculty and staff with information needs at the reference/service desk.
- Plan and deliver research and instructional services, in person and/or online, as well as develop and manage collections in support of research and teaching.
- Seek opportunities for integrating information literacy into the curriculum at the undergraduate and graduate levels, and provide in-depth research support to faculty, postdoctoral fellows and student researchers. Develop technology assessments and plans based on customer, library, and staff needs.
- Collaborate with IT department to retain software and databases licenses as well as service contracts for all network-related equipment.
- Managing and overseeing library website, social media, computers, software and other IT based technical services.
- Develop instructional aids including lib guides.
- Develop and implement awareness programs, seminars and events.
- Collaborate and work closely with Deputy Manager Reference and Technical services.
- Coordinate with Systems / IT team for monitoring, maintaining, enhancing KOHA ILS.
- Perform reference/research work by assisting patrons in research and selection of library materials.
- Participate in overall library planning, policy development, committees and projects.
- Develop technology competencies for staff, students and faculty members and troubleshooting manuals, and holds training sessions as needed.
- Engage in professional development to continually update knowledge.
- Develop and maintain procedural manual for the reference/research services, prepare statistics and reports.
- Maintain library website / webpages by providing up to date information.

- Trial, select, evaluate and pilot the use of new and emerging technologies to deliver reference/research services.
- Contribute to the library’s strategic planning process.

<b>Required Qualification, Experience and Skills</b>	
<b>Qualifications and Skills Required</b>	<ul style="list-style-type: none"> <li>• Master’s degree in library and information science with at least three years of demonstrated experience in an academic library related to systems and research services. Degree or Diploma in Information Technology will be an added advantage.</li> <li>• Knowledge of professional library principles, methods, reference and research materials, as well as current library technologies, issues and trends.</li> <li>• Working knowledge of technical services processes and functions, acquisitions management, reference services, including OCLC cataloging and MARC format.</li> <li>• Professional behavior and excellent interpersonal skills including the ability to work collaboratively as a team member and serve the public courteously and effectively.</li> <li>• Able to work with individuals from diverse cultural and professional backgrounds in a collaborative manner.</li> <li>• Manage details, set priorities, meet deadlines and maintain confidentiality.</li> <li>• Use initiative, problem solving skills, integrity, data analysis, team work and management skills.</li> <li>• Communicate effectively both orally and in writing.</li> <li>• Commitment to service, continuous improvement and innovation with a strong work ethic.</li> <li>• Fluent in office productivity software, ILS, Internet and other standard office equipment.</li> <li>• Knowledge of computer networking technologies, protocols and framework including LAN/WAN.</li> <li>• Enjoy learning as well as teaching.</li> <li>• Demonstrate creativity, flexibility, and a positive attitude.</li> <li>• Willing to work a flexible schedule including evening hours in shifts and weekends (whenever required)</li> </ul>