



Job Description

Position Title	Deputy Manager Research, Learning and Digital Services
Department	Library and Information Commons
Reporting To	Sr. Associate, Library and Educational Programs
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible for creating and implementing learning programs, digital services for supporting student's research and learning. The incumbent will also oversee implementation of Open Source Online catalog, Digital Repository, Subject guides, Website and enhance them as per need and requirements. The incumbent will also interact and collaborate with faculty members for course, research and subject guides, information literacy programs and workshops.

DUTIES AND RESPONSIBILITIES

- ✓ 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.
- ✓ Managing co-operative displays in library on various topics and create accompanying awareness and promotional materials.
- ✓ Assisting students, faculty and staff with information needs at the reference/service desk.
- ✓ Planning and delivering research and instructional services, in person and/or online, as well as develop and manage collections in support of research and teaching.
- ✓ Seeking 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.
- ✓ Collaborating 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.
- ✓ Developing instructional aids including lib and research guides.
- ✓ Developing and implementing awareness programs, seminars and events.
- ✓ Collaborating and working closely with Acquisitions and Technical services.
- ✓ Coordinating with Systems / IT team for monitoring, maintaining, enhancing KOHA ILS and other open source applications.
- ✓ Performing reference/research work by assisting patrons in research and selection of library materials.
- ✓ Participating in overall library planning, policy development, committees and projects.
- ✓ Engaging him / herself in professional development to continually update knowledge.
- ✓ Developing and maintaining procedural manual for the reference/research services, prepare statistics and reports.
- ✓ Maintaining library website / webpages by providing up to date information.
- ✓ Trying, selecting, evaluating and piloting the use of new and emerging technologies to deliver reference/research services.
- ✓ Contributing to the library's strategic planning process.
- ✓ Any other tasks as assigned by the supervisor.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">✓ Masters in Library and Information Sciences✓ Diploma or certificate in Information Technology would be an added advantage.
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Revision Date	December 2017	Version	1.0
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Required Experience	✓ More than 3 years of experience of working at an academic library in the similar capacity.
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency	Criticality (High / Low / Medium)
1.	Presentation, Communication and Training Skills	High
2.	Interpersonal skills including Team Work and Collaboration	High
3.	Planning and Organization Skills	High
4.	Self-motivation, flexibility and Adaptability	High
5.	Technical knowledge and Skills regarding MARC standards, conversion, cataloging etc.	High
6.	Open Source Library Software and office productivity software	Medium

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