



Job Description

Position Title	Intern
Department	Library and Information Commons
Reporting To	Senior Officer, Reference and Technical Services
Date	September 2017
Type of Position	Internship
Timings	9:00 a.m. to 5.00 p.m. (may change as per need)

POSITION DESCRIPTION

The position invites fresh graduates an opportunity to work in the library. Intern will learn and apply practical skills required for academic library operations and techniques. The skills include cataloging and classification of books, preparing books for shelves, marc data entry, library operations/circulation, shelving, stock taking, library online access catalog and digital repositories data/meta data management etc.

DUTIES AND RESPONSIBILITIES

- ✓ Supporting front desk and circulation services.
- ✓ Data entry of MARC records and Meta data.
- ✓ Operating KOHA LIS and DSPACE repository open source software.
- ✓ Spine labeling of books using thermal printer and software.
- ✓ Data entry of library space usage data.
- ✓ Any other responsibilities assigned by the supervisor.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduation in any discipline/field ✓ Diploma holder in Library and Information Science is added advantage.
Required Experience	✓ Fresh

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Computer Skills	Medium
4.	Adaptability / Flexibility	High
5.	English Language Proficiency	Medium
6.	Customer Services	High