



### Job Description

Position Title	Library Intern
Department	Library and Information Commons
Reporting To	Senior Associate, Library and Education Programs
Date	May 2017
Type of Position	Internship

#### **POSITION DESCRIPTION**

The position invites fresh graduates or final year students doing Masters in Library and Information Science. They 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, digital repositories, data/meta data management etc. This on the job training will also include short sessions on essential library skills and requirements for 21<sup>st</sup> century library skills and knowledge including social media management, digital curation skills, library programming etc.

#### **DUTIES AND RESPONSIBILITIES**

Candidate will be responsible for following tasks:

- ✓ Supporting stock taking, shelving and re-shelving functions.
- ✓ 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.
- ✓ Report and reflection writing.
- ✓ Any other responsibilities assigned by the supervisor.

#### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	Fresh graduates or final year/semester students of Masters in Library and Information Science preferred.
Required Experience	Fresh

#### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	MS Office	Medium
2.	Adaptability / Flexibility	High
3.	English Language Proficiency	Medium