JOB DESCRIPTION

Position Title	Deputy Manager, Library, Digital Learning Services
Department	Library
Reporting To	Nooruddin Merchant
Type of Position	Full Time

POSITION DESCRIPTION

The position requires active contribution in the planning, development and provision of digital learning services and technologies. The incumbent will be overseeing and enriching the existing library technologies, software, dashboards, library website, digital marketing and promotion including social media.

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.
- ✓ 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.
- ✓ Managing and overseeing library website, social media, computers, software and other IT based technical services.
- ✓ Develop instructional aids including lib guides.
- ✓ Collaborate and work closely with Assistant Manager Acquisitions and Public services.
- ✓ Coordinate with Systems / IT team for monitoring, maintaining, enhancing KOHA ILS, DSPACE and other library software.
- ✓ 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.
- ✓ Ensure the maintenance of library website / webpages by providing up to date information along with social media presence.
- ✓ Perform front desk, shelving, cataloging, stock taking and shelf reading services as and when needed.
- ✓ Any other task assigned by the supervisor.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Master's degree in library and information science ✓ Diploma or certificate courses in Information Technology or library technologies will be and added advantage.
Required Experience	✓ at least two years of demonstrated experience in an academic library related to systems and research services.

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	*Competency*	*Criticality (High / Low / Medium)*
1.	Fluency in English Language (verbal and written)	Medium
2.	Library Open Source Software and standards	High
3.	Interpersonal Communication Skills	High
4.	Teamwork and Task Management	High
5.	Initiative, Creativity and Problem Solving,	High

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Verified By (For HR Only)   Line Manager (If Any)   Head of the Department

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