Job Description

Position Title	Deputy Manager, Research Support Services and Projects
Department	Library
Type of Position	Regular

POSITION DESCRIPTION

We are seeking an innovative and experienced individual to join our academic library team as the Research Support Services and Projects. This role encompasses a diverse portfolio, including leading the portfolio, providing research support and reference services to students, data visualization, implementing new tools for research through workshops (including information literacy sessions including AI, research data management), and conceptualizing and initiating various projects, such as those related to digital archives portals and oral history.

DUTIES AND RESPONSIBILITIES

1. **Digital Learning Services Tools:**

   - Lead Research support services, ensuring alignment with academic goals and technological advancements.

   - Conduct workshops, including information literacy sessions, to educate students on new research tools and technologies.

   - Collaborate with faculty to integrate digital resources into the curriculum.

2. **Research Support Services:**

   - Provide reference services to students, faculty, and staff, offering support for research inquiries and projects.

   - Explore ways to link courses and programs and addressing research support needs.

   - Stay abreast of academic developments to provide up-to-date and relevant information.

3. **Project Conceptualization and Initiation:**

   - Conceptualize and initiate diverse projects, including those related to digital archives, oral history, and library website enhancement.

   - Collaborate with cross-functional teams to bring projects from conception to completion.

4. **Resource Development and Budgeting:**

   - Explore funding options for library projects in collaboration with the resource development team and program directors.

   - Develop and manage budgets related to projects, and resource acquisition.

5. **Other responsibilities:**

   - Participate in overall library planning, policy development, committees and projects.

   - Engage in professional development to continually update knowledge

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Technical Skills:

- Experience with digital tools for research data management.

- Ability to deliver workshops and short sessions.

- Familiarity with project management tools, software and methodologies.

- Knowledge of emerging technologies and trends in research data management services.

- Ready to work in shifts as and when needed.

REQUIRED JOB SPECIFICATIONS	
Required Qualification & Skills	• Degree in Social Sciences along with a solid understanding of Knowledge / Information Management Systems. • Having a degree or associate degree in computer science or a minor in CS would be an added advantage.
Required Experience	• At least 3 years of relevant experience of working in education, social or corporate sector.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	*Competency*	*Criticality (High / Low / Medium)*
1.	Research, Writing and publication	High
2.	Communication and collaboration skills.	High
3.	Innovation and creativity in conceptualizing and implementing projects.	High
4.	Organizational and project management skills	High
5.	Strategic thinking and the ability to align research services with broader institutional goals.	Medium
6.	Initiative, problem solving skills, integrity, data visualization & analysis	High

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

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