

## **Information Specialist**

Applications are invited for appointment as Information Specialist in the Li Ka Shing Library, Singapore Management University.

We are seeking an enthusiastic, innovative and experienced professional to join our team. This is an exciting role working with research librarians to provide and enhance library resources and services to better serve the SMU community for their, teaching, learning and research information needs. You are expected to take part in various customer service delivery activities, such as information desk, learning activities and liaison with various customer groups as a member of the Information Services team.

### ***Minimum Requirements***

1. Degree or Diploma, preferable in Library Studies, with at least 1-2 years relevant experience in an academic library.
2. Creative and innovate with ability to work with minimum supervision.
3. IT skills (Knowledge of MS Office applications)
4. Excellent interpersonal and communication skills (both written & spoken)
5. Organized, responsible, resourceful, enthusiastic and curious
6. Ability to develop and maintain collaborative relations with faculty, staff and students
7. Demonstrated ability to give presentations
8. Demonstrated ability to effectively search the internet and commercial databases.
9. Customer service orientation
10. Knowledge of some web-authoring tool, especially e-learning tools and social media
11. Creative and innovative with ability to work with minimum supervision and within a team environment.

### ***Responsibilities***

1. Participate in learning and orientation programmes and provide administrative support for these services.
2. Conduct information literacy training.
3. Provide administrative support to research librarians, in particular the Business Librarians' Team.
4. Use domain knowledge to support research and training.
5. Support collection, organization and reporting of the statistics that measure services.
6. Develop electronic/print promotional materials, collaterals and use appropriate channels to market them
7. Participate in Library projects, such as annual citation counting as required.
8. Supervise part-time staff, temp help or interns assigned to learning services.

More details on the position is available at <http://library.smu.edu.sg/about-us-career-opportunities>

**How to Apply**

Interested applicants, please email your resumes with a covering letter to [libjob@smu.edu.sg](mailto:libjob@smu.edu.sg). The covering letter must state the applicants' responses to the selection criteria. Only short-listed candidates will be contacted.