



Libraries

Librarian

Applications are invited for the appointment of a Librarian at SMU Libraries (Singapore Management University).

We are seeking an enthusiastic, innovative and experienced professional to join our team. The position holder supports the management and provision of library resources in all formats. She/he will ensure that effective and efficient access to library resources are available for the SMU community to meet their learning, teaching and research information needs. Library resources include books, e-books, journals, databases, and course reserve materials and media resources.

You are expected to participate in a range of activities, such as assisting students, faculty, staff and others with their enquiries, conducting research skills training, being a member of collaborative projects and outreach initiatives both within and beyond the Library.

Minimum Requirements

1. Graduate with an MLIS degree from an accredited program.
2. Good knowledge of library functions and processes with the ability to advise and recommend continuous improvement solutions
3. Relevant experience in an academic research library is an advantage.
4. Extensive knowledge of current library resources, practices and policies; substantial knowledge of library professional trends, theories and best practices
5. Experience in using library management system; ExLibris Alma is preferred.
6. Knowledge of new trends in acquisitions business practices e.g. Demand driven acquisitions.
7. Proven ability to:
 - Interpret and apply library policy
 - Analyze and solve problems
 - Generate new ideas
 - Organize and manage complex activities
 - Understand acquisitions and cataloging processes in a research library
8. Ability to develop and maintain collaborative relations with faculty, staff, students and vendors and service providers
9. Excellent interpersonal and communication skills
10. Customer service orientation
11. Project management skills

More details on the position is available at

https://library.smu.edu.sg/sites/library.smu.edu.sg/files/library/pdf/JD_Librarian_IAR_18Feb2020.pdf

How to Apply

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