



Associate Librarian/Librarian

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

SMU Libraries seeks a collaborative, proactive, and knowledgeable professional for the role of Associate Librarian/Librarian who will be part of the Instruction and Learning Team to partner faculty for course-integrated instruction and other stakeholders for out-of-classroom learning.

Associate Librarians/Librarians work across teams within the Libraries to contribute to the development of a range of services designed to deliver instructional and learning programmes, increase research visibility, and facilitate access to resources. This includes collaborating with other librarians, faculty, and across the University to develop, package and teach information and digital literacy programmes and metaliteracies that contribute to academic and learning success. Additionally, they provide reference and research support and advice, build, and manage collections, and conduct advocacy and outreach activities through engagement.

The position holder is expected to actively contribute to innovative initiatives as well as lead and/or serve as a member of taskforces, project teams or committees.

Requirements

- Undergraduate degree in business and/or communication related subject areas or a Master's degree in Library and Information Science from a recognized university will be advantageous, with a minimum of two years' working experience in an academic library.
- Keen interest to design, deliver and assess information and digital literacy programmes and instruction for individuals and groups at various levels.
- Ability to package and promote programmes through networking and collaboration.
- Intermediate knowledge of digital content creation and digital marketing.
- Understanding of pedagogical and learning methodologies and principles.
- Advanced knowledge of library resources such as multidisciplinary academic databases.
- Proven ability to continuously innovate services and processes, particularly using current and emerging technologies.
- Demonstrated ability to initiate and build collaborative relationships with stakeholders, particularly faculty and students.
- Strong customer service orientation.
- Excellent communication (verbal and written) and facilitation/teaching skills.
- Ability to be flexible and adaptable and contribute to a diverse team of staff in a dynamic environment.

- Personal strengths should include critical thinking, interest in innovation, and flexibility with the ability to work in a team with minimum supervision.

More details on the position is available below

Job description - [Associate Librarian/Librarian](#)

How to Apply

Interested applicants, please email your resume 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.