SMU SINGAPORE MANAGEMENT UNIVERSITY | **Libraries**

Senior Library Specialist

Applications are invited for the appointment of Senior Library Specialist at the SMU Libraries, Singapore Management University (SMU).

We are seeking an enthusiastic, collaborative and experienced professional to support the management and provision of library resources in all formats. The position holder will ensure that the SMU community have effective and efficient access to library resources to meet their learning, teaching and research information needs. Library resources include books, e-books, media, journals, databases, datasets, and course reserve materials.

This position also requires the individual to be part of the services desk team that provides excellent service to the SMU community, as well as lead and/or participate in projects, task forces and committees in support of the library's initiatives.

Requirements
- A relevant diploma / degree in library science. Other appropriate diploma/degree or equivalent experience in fields related to library services may be substituted.
- Relevant experience in an academic library
- Experience in using library management system; ExLibris Alma is preferred
- Experience in cataloging of library materials
- Strong IT capability with proficiency in data analysis and visualization tools, e.g. Alma Analytics, QlikSense, Power BI would be an advantage
- Customer service oriented
- Excellent communication (written & spoken) and interpersonal skills
- Proven ability to:
  o work independently on multiple tasks
  o work as a member of a team
  o work positively and productively with diverse agencies in an environment of rapid change
  o develop and maintain collaborative relations with faculty, staff, students and vendors and service providers
  o make continuous assessment and improvement to business processes

More details on the position is available below
https://library.smu.edu.sg/sites/library.smu.edu.sg/files/library/pdf/CareerAd/JD_Library%20Specialist_CAT-Jun_2023_01.pdf

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.