



## **Analytics Librarian / Data Analyst**

Applications are invited for the appointment of Analytics Librarian / Data Analyst in the Singapore Management University (SMU) Libraries.

SMU is a young and dynamic university and the Library plays a vital role in supporting SMU's teaching, learning and research activities. The Library engages with the community to foster scholarship and strengthens the culture of collaboration and partnership within the University.

The Analytics Librarian / Data Analyst works collaboratively with the entire Library team and other stakeholders of the SMU Community to develop data-informed approach for achieving strategic objectives related to library operations and user needs.

Duties include

1. Preparing reports and visualizations by gathering data from databases, spreadsheets as directed by the reporting officer.
2. Collecting, analyzing, building visualizations and dashboards in QlikView & Qlik Sense Desktop for quantitative and qualitative data gathered from various sources including library systems, vendor statistics, surveys, web analytics, observations, interviews, and focus groups.
3. Managing the data quality, integrity, and clean-up of disparate library data sources.
4. Supporting the development and implementation of a library data inventory, and data storage and access infrastructure.
5. Undertaking the full range of service team activities, which may include lending and materials handling, information services, information literacy activities, research support, collection management and cataloging.

We are seeking an enthusiastic and innovative information professional with strong analytical & data skills, an agile and flexible approach to working with technology and the ability to adapt to an evolving environment to develop and deploy engaging online experiences and initiatives that support learning, teaching and research activities at Singapore Management University.

**Requirements**

- Recognized degree in either library science, information science, knowledge management or equivalent discipline
- Familiarity with technologies and systems related to data manipulation and analytics
- Understanding of emerging library technologies and how they serve stakeholders
- Ability to work courteously and effectively with patrons and colleagues in a collaborative team environment
- Excellent oral, written and interpersonal communication skills, with the ability to establish positive and productive collaboration with colleagues and staff

More details on the position is available below

[https://library.smu.edu.sg/sites/library.smu.edu.sg/files/library/pdf/CareerAd/Analyticslibrarian\\_JD2017.pdf](https://library.smu.edu.sg/sites/library.smu.edu.sg/files/library/pdf/CareerAd/Analyticslibrarian_JD2017.pdf)

**How to Apply**

Interested applicants, please email your resume 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.