Digital Initiatives Librarian/Manager

Applications are invited for the appointment of Digital Initiatives Librarian/Manager 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 Digital Initiatives Librarian/Manager works collaboratively with the entire Library team and other stakeholders of the SMU Community to identify, develop, deploy and manage new & existing technologies that support the Library's learning, teaching and research goals. The appointee will provide professional management and operational administration of the Library Technology Systems including their Library Services Platform, Discovery Services and other related library technology services.

Duties include

(a) Creating and maintaining the various online interfaces between the Library's Discovery platform (Primo) and Library Services Platform (Alma), as well as from Alma to other library systems, among them Bibliotheca, QlikView, EzProxy, ADFS, PeopleSoft, SAP and others.

(b) Working with the Manager, Library Technology and Innovation to plan for the Library's technology infrastructure and digital initiatives. Responsibilities include planning, prioritizing, and managing multiple projects as assigned by immediate supervisor

(c) Managing system data integrity, keeping up with maintenance requirements and new release installation oversight for the various library applications used within the Library

(d) Proactive engagement in emerging library technology trends by monitoring best practices and making strategic recommendations and choices that support the library's mission and vision and match user needs.

(e) Implementation of process improvements that can quantifiably improve work and process efficiency and aid the continuous assessment of services and resources.

We are seeking an enthusiastic and innovative information professional with strong analytical 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
- At least 3 years' experience in a library setting and familiarity with technologies and systems related to the library and Information science industry
- Knowledge of enterprise information systems and IT infrastructure in an Academic environment
- Understanding of emerging library technologies and how they serve stakeholders
- Experience with application development, database design, application deployment and maintenance in a Windows or Linux environment
- Ability to troubleshoot issues with library systems, processes or data and manage solutions.
- 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/DigitalInitiativesLibrarian_JD2017.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.