

JOB DESCRIPTION

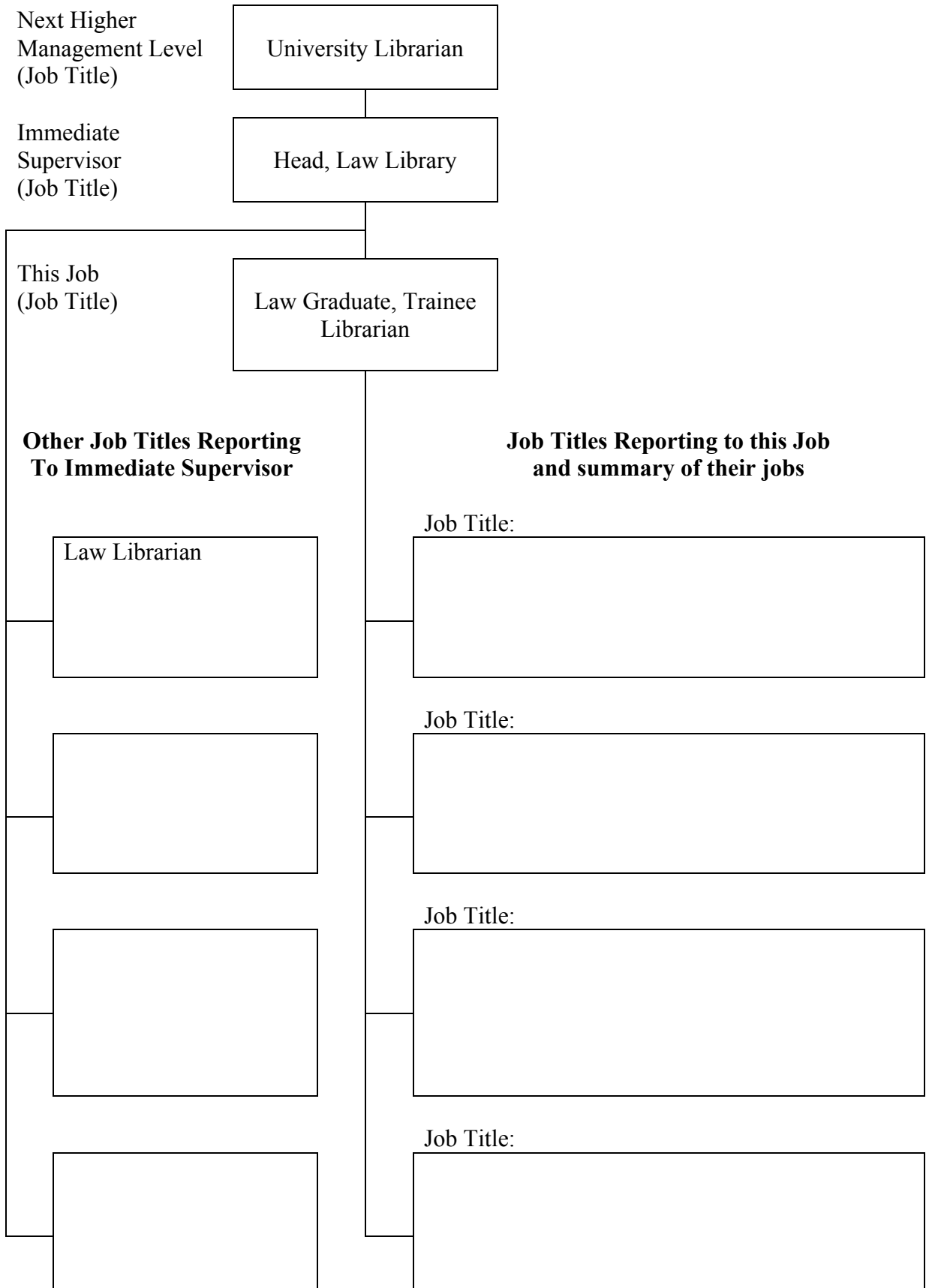
Name	
Job Title	Law Graduate, Trainee Librarian
Job Grade	
Department	SMU Libraries
Reports To (Job Title)	Head, Law Library
<p><u>SUMMARY</u></p> <p>The trainee position is intended for a Law Graduate who is prepared to take on a MLIS (Master in Library and Information Science) leading to a career as a law librarian. The individual will develop expertise in functional areas including information services, access services, information literacy, research support, collection management, etc. He/She will also contribute to projects that support the Libraries' strategic initiatives.</p>	
<p><u>SCOPE</u></p> <p>To support learning, discovery and engagement at the Singapore Management University libraries through the delivery of a range of services designed to maximize the benefits of relevant scholarly information resources. The Law Graduate, Trainee Librarian will be required to develop library knowledge in addition to participating in library wide services at SMU Libraries.</p>	

PRINCIPAL ACCOUNTABILITIES

1. Undertake the full range of service activities, which may include access services, information services, information literacy activities, research support, and collection management.
2. Maintain the Law Library's print and electronic collections to support learning and research.
3. Contribute to service improvement through continuous improvement of services and processes.
4. Participate in library wide services and projects.
5. Be an active and contributing member of First Year Experience librarian team.

ORGANISATION CHART

Please state all others reporting to the immediate Supervisor of this job. Please also state the direct reports of this job and the summary of these jobs.



CRITICAL SKILLS AND JOB COMPLEXITY

Knowledge and Skills

Describe the knowledge and skills necessary to perform this job.

- Law Degree and willing to complete or in the process of completing a MLIS degree from an accredited program.
- Knowledgeable about specialized law databases such as LawNet, Lexis and Westlaw. Familiarity with multidisciplinary academic databases.
- Commitment to a career in law librarianship
- Basic knowledge of library functions and processes with the ability to advise or recommend continuous improvement solutions
- Ability to be flexible and adaptable and contribute to a diverse team of staff in a dynamic environment
- Other competencies include accountability, clear communication, critical thinking, creativity, valuing diversity and working in a team
- Experience conducting legal research classes or presentations, desirable.

Contact

Describe the purpose and nature of the main internal and external contacts (other than with the immediate Supervisor and Subordinates) necessary to perform this job.

- (a) Internal contacts:
SMU staff, faculty and students to support their needs to access and use information electronically and to provide the necessary training on the use of library applications and to manage the systems implemented.
- (b) External contacts:
- External members of library to meet their information needs
 - Visitors to the service desk and on library tours
 - Vendors/donors

Decision Making

Describe the type of decisions made alone, those on which the Supervisor must be consulted, those referred to a higher level, and job procedures to be followed.

Decisions made on his/her own:

Reporting on internal and external process and service performance and evaluation
Resolution of problems related to process and service performance

Those which supervisors must be consulted:

Any requests that involve cost
Handling challenging client situations
Recommendation and implementation of changes to workflow

Those referred to higher authority:

Implementation of changes to policies
Management of issues around copyright policies and licence agreements

Problem Solving

Describe the most difficult and complex parts of this job and other significant features not covered elsewhere.

Trainee librarians are required to handle a range of issues and situations with discretion and exercise judgment within a strong user focused environment. They resolve client enquiries through sound problem solving, decision making, judgment, effective communication and use of relevant information, systems and tools.

GENERAL

Describe anything else of significance about this job or the environment in which this job functions, which is not covered in this description.

Trainee librarians must be able to provide specified services that support the SMU's programs. They must develop a working knowledge of the programs and services offered by the SMU and, in particular, the library. Working knowledge of library policies and ability to sensitively explain and apply these is also required.

Signature of Job Holder		Date	
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For Official Use:

Approved by HR	
Date	
Approved by HOD	
Date	