

JOB DESCRIPTION

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| Name | |
| Job Title | Research Librarian, Social Sciences |
| Job Grade | |
| Department | Li Ka Shing Library |
| Reports To (Job Title) | Head, Information Services |
| <p><u>SUMMARY</u></p> <p>This position is primarily a liaison role for faculty and students from the School of Social Sciences and related programmes. The position holder works in a team environment to create and develop innovative library products and services for the SMU community and to actively promote initiatives and programmes of the SMU Libraries.</p> <p>He/she is expected to support learning, discovery and engagement at Singapore Management University through the delivery of a range of library services designed to maximize the benefits of relevant scholarly information resources and services.</p> <p>The position holder is expected to lead and/or serve as a member of taskforces, project teams or committees.</p> | |
| <p><u>SCOPE</u></p> <p><i>Indicate the financial statistics, staff, volume, controllable budget, etc for this job</i></p> <p>The position holder will be required to support the teaching, learning and research needs of the designated School and administrative units.</p> <p>The incumbent is responsible for being the first point of contact for all enquiries for the School and affiliated areas and to liaise with the faculty and the students to ensure effective and pro-active two way communication. The successful appointee will engage with faculty, students and staff by providing expert assistance in locating information through structured consultations, develop and maintain communication links to promote and market the Library's services. He/she will also assist customers with acquiring, discovering and accessing a range of information resources as well as designing and delivering a variety of information literacy programmes. The incumbent is expected to work with the Information Access & Resources team to develop and manage library's collections (both e- and print resources) to support the teaching, learning and research needs of the SMU community, in particular the faculty and students in the School of Social Sciences.</p> <p>The position holder is expected to have good knowledge, experience and understanding of academic environment, teaching, learning and research and be an effective communicator with a wide range of customers.</p> | |

PRINCIPAL ACCOUNTABILITIES

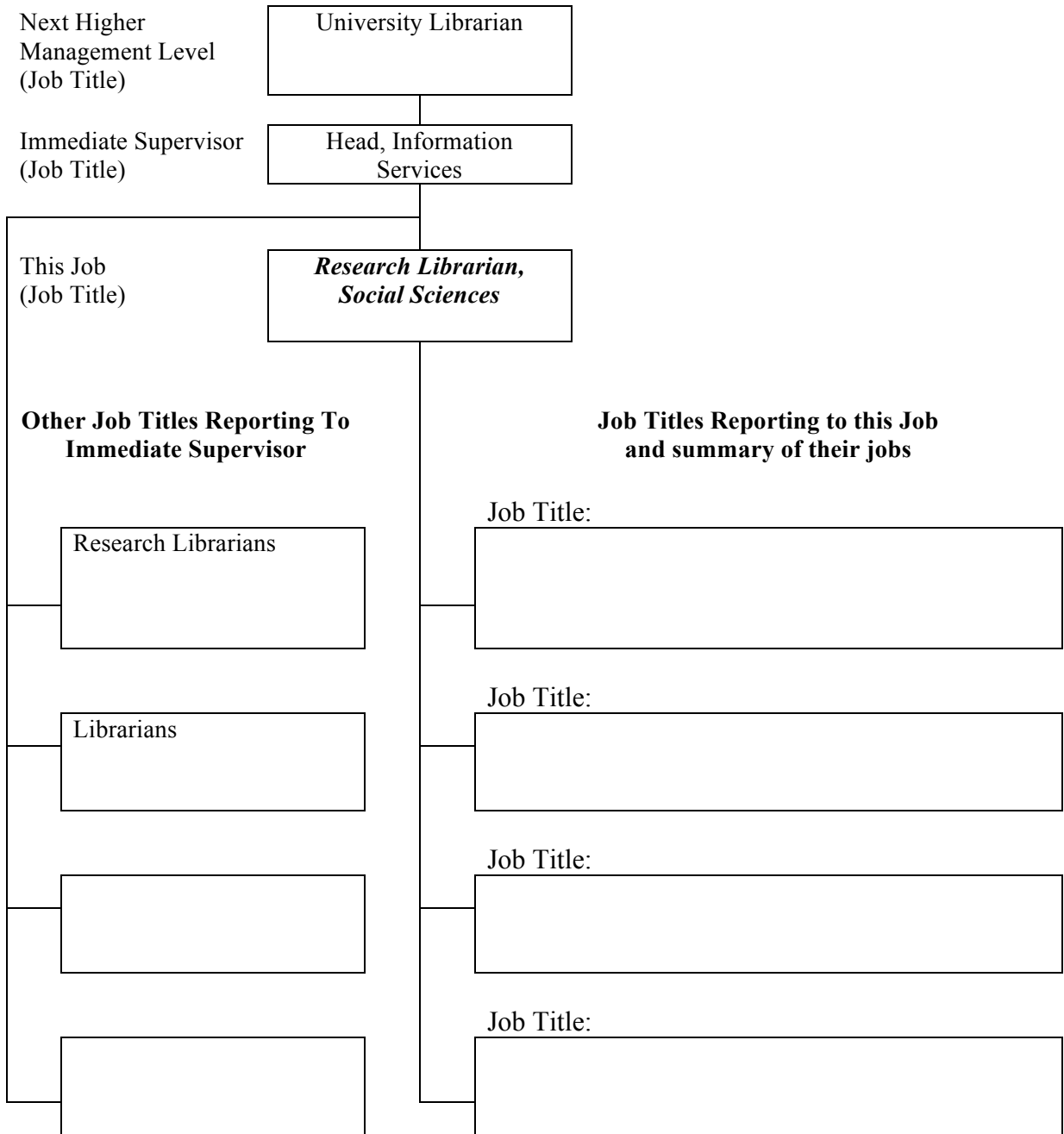
Describe the principal accountabilities of this job.

1. Develop, deliver and evaluate programmes and services to meet the needs of the School of Social Sciences and related administrative units.
2. Provide library orientation, information literacy, information services and research consultancy to the SMU community
3. Coordinate the development and management of and access to collections in relevant subject areas
4. Collaborate with key units within the library to integrate research output and research data of Schools, Institutes and Centres into the Institutional Repository
5. Build awareness of good academic conduct by providing advocacy and support on bibliographic management software
6. Participate as a member of the team to regularly assess, revamp and enhance library programmes and services for the SMU community
7. Lead and/or participate in library wide initiatives and projects
8. Act as library's liaison for faculty, undergraduate / postgraduate programmes related to the discipline
9. Assist in planning, implementing and review of marketing programmes for the School
10. Participate in professional library activities, write articles and keep abreast of library and educational trends and developments

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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.

1. MSc in library and information science and an undergraduate degree in a relevant discipline plus relevant experience in an academic setting
2. An understanding of current trends in research, learning and teaching within an academic institution
3. Proven ability to work collaboratively and proactively with faculty, staff, students and others within the Library and the wider SMU community.
4. Highly developed skills in the use of current technologies for the delivery of information services and advocacy
5. Knowledge of the principles of assessment and methods used in assessment on the design and implementation of appropriate services and resource development
6. Ability to design, deliver and evaluate information literacy training programmes relevant to individuals and groups at different levels
7. Experience with or knowledge of bibliographic management software such as Endnote, Endnote Basic, Mendeley and Zotero.
8. Familiarity with writing and citing process, especially in research or academic setting
9. Ability to work with minimum supervision, with creative and innovative approach
10. Excellent interpersonal and communication skills
11. High level of professionalism and commitment to the organization and the ability to work flexibly in a changing environment

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:
Faculty, students and administrative staff.
- (b) External contacts:
External members of the library community , e.g. other libraries, vendors, professional organisations, members of the wider community

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 her own:

- Answering research /information enquiries
- Responding to feedback
- Developing and coordinating learning and information services for the designated School/s, ICLIs and administrative units
- Coordination of collection development

Those which supervisors must be consulted:

- Changes in work flow processes and policies
- Decisions/actions with regards to the library strategic direction, setting up of new programmes/projects and overall expenses should receive prior approval from the University Librarian.

Those referred to higher authority:

- Approval of purchases over a set threshold
- Licenses and contracts
- Copyright related matters

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Problem Solving

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

Positioning SMU Libraries as a strategic catalyst amongst other similar departments on campus. Able to uphold library policies and articulate them in difficult situations to protect the interest of the Library and the University. Facing challenging customers and handling different requests daily. Ability to be flexible and handle changing work processes, priorities and policies. Finding the balance between owning and accessing materials and the balance between print and electronic formats.

GENERAL

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

Candidate must be creative, adaptive and curious in wanting to learn and grow within SMU Community. Balancing the demands of a fast changing University community especially the research and teaching needs of individual faculty and the learning and information needs of students.

Signature of Job Holder

Date

For Official Use:

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|-----------------|--|
| Approved by HR | |
| Date | |
| Approved by HOD | |
| Date | |