



الكلية العالمية للهندسة والتكنولوجيا

GLOBAL COLLEGE OF ENGINEERING AND TECHNOLOGY

بالإرتباط الأكاديمي مع جامعة غرب إنجلترا البريطانية
In partnership with the University of the West of England - Bristol



JOB DESCRIPTION

Job Title: Librarian

Reporting: Head of Library and Learning Resources Centre (LLRC)

Responsible: Collection management, User Assistance, and IT Support

Liaison: Students and Staff, UWE Partners, and External Stakeholders

Description:

The Librarian is a full-time professional librarian, holding a License Librarian designation and preferably a graduate in Library and Information Science or its equivalent. In this role, the Librarian collaborates closely with the Head of the Library and Learning Resource Center (LLRC) to oversee the day-to-day library operations, which encompasses the supervision of all library users, ensuring the seamless functioning of the help desk and all other library services. The core aspects include advancing information and digital literacy initiatives and effectively managing resources aligned with the college academic programmes. The role is deeply committed to actively contributing to the College's learning and teaching strategies, providing invaluable assistance to staff, students, and alumni in their pursuit of excellence in learning, teaching, and research engagement activities.

Duties and Responsibilities:

- **Library management systems:** Maintain and operate library management systems to monitor the utilization of LLRC (Learning and Resource Center) services and facilities, encompassing both physical and digital resources.
- **Library Collection Management:** Oversee the entirety of library collection management, encompassing cataloging, classification, shelving, inventory, and report generation. Additionally, updating the Collection Mapping by ensuring the methodical arrangement of library collection tailored to each programmes seamlessly with the total number of students within those programmes.
- **Circulation Process Management:** Ensure efficient management of book check-ins and check-outs, generating overdue notices, tracking lost LLRC resources, and managing patron's records (students, staff, alumni, and other external stakeholders)
- **ICT Collaboration for Equipment and Resource Management:** Engage in strategic collaboration with the Information and Communication Technology (ICT) department to facilitate the installation and maintenance of library equipment, hardware, software, as well as the efficient management of paper and printer toner supplies.
- **Academic Engagement and Collaboration:** Maintain a deep understanding of college programmes enabling proactive response to academic developments, and Collaborate with academic departments to provide tailored library instruction for students and staff, including one-on-one and group sessions for various programs and research needs.
- **User Assistance:** promoting the efficient utilization of library resources to seamlessly facilitate academic and research pursuits while enhancing access to a comprehensive suite of online library services and facilities. These encompass the Online Public Access Catalog (OPAC), databases, and toolkit of research resources to elevate users' research capabilities and ensure independent and convenient access to a spectrum of self-service options, including the Library Internet Hub, scanning, photocopying, and printing facilities.

- **Library Orientation:** Promote awareness of Library services and resources, alongside conveying essential developments in research and related information field through tailored orientation and instruction sessions.
- **Service Development:** Proactively harness the library's feedback mechanisms involving students, staff, alumni, and college Committees and initiatives to address continuous improvements in library resources and services.

Skills and Person Specification:

1. Fluency and excellent written and presentational skills in English and Arabic.
2. Ability to manage a large workload including both administrative and executive tasks.
3. Exceptional planning and prioritizing skills.
4. Interpersonal and communication skills,

Education, Qualifications, and Experience:

1. Degree in a relevant discipline from a recognized higher education institution.
2. Demonstrated track record of adeptly assisting users with IT and technical inquiries, with a preference for experience in an educational setting.

The role will be a contributing member of the following committees:

1. Learning, Teaching & Enhancement Committee (LTEC)
2. Students Staff Liaison Committee (SSLC)

This role demands a 40-hour weekly commitment during the swing shift, with the possibility of extending work on weekends (subject to compensation for additional workload) during mid-term and final exams, contingent on the student's requests volume.

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