



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Assistant Librarian

Job Description

POSITION TITLE:

ASSISTANT LIBRARIAN

1. Position Purpose

Assistant Librarians assist Librarians with the daily operation of the library. They also perform a variety of general library technical duties and provide services to patrons.

2. Major Duties and Responsibilities

- o Utilizes library software systems to retrieve and enter data.
- o Assists library patrons in using library systems.
- o Assembles and compiles a variety of information and data for reports.
- o Helps librarians acquire, prepare, and organize materials.
- o Participates in the training and supervision of library clerks and student assistants.
- o Performs other reasonable duties as required.

3. Reporting Line

Report to either the Director or Assistant Director of the Library. Some tasks may be under the direct supervision of one of the Librarians, as specified by the Director or Associate Director.

4. Qualifications

- o Bachelor's degree or non-ALA Masters of Library Science.
- o The ability to speak and write fluently in English.
- o Mastery of basic office computer software and hardware.
- o Ability to work effectively with a variety of patrons and LRC staff.
- o Ability to lift and carry books and office equipment weighing up to 20 kilograms.

- o Experience in a library or related public service.
- o Ability to work independently and exercise initiative in applying rules, procedures and instructions.
- o Willingness and ability to accommodate flexible work schedules that may change from time to time and that may include working evenings and weekends.