



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Librarian

Job Description

POSITION TITLE:

LIBRARIAN

1. Position Purpose:

The Librarian is a member of a team responsible for providing traditional and innovative library services to the PMU community in concert with the mission, goals, and objectives of the University.

2. Major Duties and Responsibilities:

- Assists in the development, coordination and evaluation of the functions and activities of the Library in providing effective and efficient library services.
- Provides scheduled reference and information services at the reference desk in the Learning Resources Center using print and electronic resources.
- Provides support services that facilitate teaching, learning, and research for female students through close collaboration with faculty and campus computing staff.
- Provides individual instruction on the use of the library and its resources upon request.
- Conducts bibliographic instruction sessions in the Learning Resources Center and via distance education.
- Acts as liaison to the students and faculty of a designated college or program of the university.
- Works with other staff of the Learning Resources Center to design and implement assessment methods for quality improvement and program development.
- Participates in professional development activities to maintain and improve skills and knowledge essential to the position.
- Performs other reasonable duties as required.

3. Reporting Line:

Librarians report directly to the Library Director.

4. Span of Control:

The Librarian for Development of Electronic Collections has access to budget resources that support collection development through the Director of the Learning Resources Center. Under the general supervision of the Director or Associate Director of the Learning Resources Center, the librarian may direct the work of Library Technicians, Clerks, and Student Assistants.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- At least one year of experience in an academic library.
- A demonstrated familiarity with overall library operations.
- Understanding of current issues and emerging technologies in academic librarianship.
- Experience in using online information resources.
- Demonstrated ability to work productively and collegially in a collaborative environment.
- Excellent oral and written communication skills.
- Demonstrated ability to work successfully with new technologies.
- Second master's degree or graduate coursework in a subject area covered in the PMU curriculum highly desirable.