

## We're looking for:

Position Title	Assistant Librarian: Systems/E-resources
Department	Library
Job Code	HR/03-2021

### Job Description

- Ensure day to day maintenance and upkeep of WMS library services portal
- Keep abreast and Implement new upgrades to the system without interference for users
- Establish good communication and relations with library system vendor
- Provide training to staff in all system related issues
- Generate system reports to management as needed and requested
- Take care of the maintenance and support of library RFID applications, including selfcheck stations
- Act as liaison with the university's IT dept for all IT related issues
- Receive and enter all printed and e- journal issues in the WMS Library System.and configure access of e – resources in WMS Discovery application
- Ensure timely import of all new student and staff records to the library system for circulation purposes
- Keep abreast of all new library technological developments
- Do duty at the Circulation desk according to a schedule for daily, evening and Saturday duty.

### Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

**Minimum Qualifications:** Bachelor in Library and Information Technology

**Minimum Experience:** Five years applicable experience in an academic library, preferably in library management systems. Experience and knowledge of the WMS Library Portal will be a distinct advantage

**Job-Specific Skills:** Accuracy; excellent interpersonal and communication skills; excellent information technology skills; English mandatory – French and/or Arabic will be an advantage

We're  
looking for:

Conditions

TBC

Grade

3C

Package Details

TBC

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent by

3 February 2021