

Library Assistant – Access Services (Part-time)

The American University in Dubai invites qualified applicants to apply for the position of **Library Assistant – Access Services (Part-time)**.

The fundamental responsibility of this position is to help users check out and check in books, find available books, ensure that all books are organized and processed, as well as, assist library users during operational.

Working Hours: Fall and Spring semesters only

- Monday to Thursday: 04:30 pm to 10:00 pm
- Saturdays: 09:30 am - 05:30 pm

Principle Responsibilities:

Access Services

- Provides frontline Circulation services to library users.
- Articulates, interprets, and enforces Circulation policies and procedures.
- Uses the automated integrated library system to check out, check-in, and renew the lending of library materials.
- Assists users in accessing the online library catalog, Course Reserves, and databases.
- Informs users of account issues such as overdue items, fines, and missing/lost materials.
- Informs the Access Services Librarian of damaged or torn books.
- Retrieves books and periodicals from the general circulating stacks, as assigned and replaces them on the shelves according to the Library of Congress Classification System.

Reference Service

- Assists users on the use of OPAC and electronic resources.
- Responds to directional and information inquiries and refers users to Access Services Librarian, as needed.
- Instructs users in using photocopiers, printers, and scanners.
- Answers Circulation Desk telephone as necessary and gives basic information or directs the question to appropriate staff.

Support

- Maintains photocopiers/printers including adding paper, clearing paper jams, changing toner, etc.
- Reports internet and technical issues to the Systems Librarian.
- Schedules and supervises group study rooms during operational hours.
- Performs opening and closing procedures including turning on/off the equipment and facilities when working the evening and weekend shift.

Other

- Participates in Library and Bridge teams/working groups as assigned.
- Performs other duties as requested by the Library leadership.

Competencies and Skills Utilized:

- Experience with automated library systems
- Computer proficiency including Word, Excel, and PowerPoint.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Organizational skills and ability to prioritize.
- Willingness and ability to work an established schedule.
- Must have a strong work ethic and adhere to the confidentiality of user records.
- Ability to work independently on assigned tasks and willingness to learn new tasks.

- Must possess a positive attitude, enthusiasm, and desire for helping people.
- Physical Demand:
 - Climbing (ladders, ramps, stairs...)
 - Carrying a minimum of 15 kg
 - Reaching Above / Below Shoulder
 - Bending / Squatting / Kneeling / Crouching / Crawling / Lifting

Minimum Qualifications:

- Bachelor degree
- Minimum of a two-year experience working in a library

Preferred Qualification

- Previous experience working in a college or university academic environment
- Proficiency in English (reading, writing, and speaking)

Applications will be accepted and evaluated until this position is filled.

This position is suitable for those candidates already resident and under sponsorship in Dubai.

Interested applicants must submit the following requirements via email to recruitment@aud.edu. Please state the title of the position as the subject of the email.

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury

Director of Human Resources

The American University in Dubai

P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.