

Job title Library Assistant

Organizational Unit: University Library

Grade: G4

Duty Station: Malmö, Sweden

1. Organizational setting

The World Maritime University (WMU) is a postgraduate and research university established in 1983 by the International Maritime Organization, the maritime agency of the United Nations. WMU offers M.Sc. and Ph.D. programmes, Postgraduate Diplomas, and Professional Development Courses (PDCs) with the highest standards in maritime and oceans education and training. WMU also has a highly respected research programme supported by specialized research groups across the maritime and ocean fields.

The Library Assistant position is located in the University Library at WMU's headquarters in Malmö, Sweden.

2. Main purpose

Under the overall supervision of the University Librarian and Head, Information Technology Services the post-holder is expected to provide administrative support for the activities of the university library. The post-holder is expected to provide a wide range of operational, administrative and clerical support for the library and its patrons, required liaison services between faculty members and students, external contacts, and various organizations and assist in keeping WMU positioned as an academic institution of excellence and help advance the institution and its reputation.

3. Duties, responsibilities

Responsibilities

- Maintain library stacks, to include re-shelving of hard copy materials, inventorying collection and shelf reading;
- Manage serials check in and contacting vendors to make claims on overdue periodicals;
- Receive and in-process materials, to include labeling, barcoding and shelving;
- Run overdue, inventory and other reports in the library catalog (Koha);

- Assist in maintenance of library catalog records, to include patron accounts, copy cataloging and executing batch modifications of catalog data;
- Execute and track library purchase requests, as well as receive materials and process invoices;
- Upload digital materials to university's Institutional Repository;
- Assist in updating library web pages and tutorials;
- Take shifts at public desk, checking out materials and assisting with reference inquiries;
- Monitor library email account and serve as first point of contact for written inquiries;
- Perform other duties as needed.

4. Minimum requirements – education, experience and language skills

Education

Essential

- Completion of secondary school or equivalent technical or commercial school.
- Training in information and documentation systems. Knowledge of the work and procedures of libraries.

Experience

At least three years of experience in the occupational area.

Languages

Essential

- Excellent command of English both spoken and written.

Desirable

- Knowledge of another UN language would be an advantage.

5. Knowledge and skills

Knowledge and skills

Essential

- Knowledge of office procedures and different library classifications.
- Knowledge of computerised library systems, new developments in database applications and skills concerning the maintenance of reprography equipment.

- Ability to respond appropriately to users' request for locating materials.
- Ability to organise own work and to complete tasks accurately, including attention to detail.
- Excellent knowledge of library related software and services.
- Proven ability to work as part of a team and with a minimum of supervision.
- Ability to work in an international environment with English as the primary language; be flexible in coordinating multiple projects and meeting deadlines.
- Effective communication skills in an international and multi-cultural academic environment; flexibility, motivation, enthusiasm and tact and strong computer skills.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

WMU seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply. WMU will make every effort to facilitate the employment of persons with disabilities.

Application

Applicants **must** fill in the Personal History Form, which can be found at <http://wmu.se/vacancies>, provide a letter of interest, and the contact information of three referees to Marco Batista, Head of Human Resources (mb@wmu.se). Candidates will be contacted if they are short-listed. Deadline for applications: 22 Feb 2019.

This position is only open to persons legally authorized to live and work in Sweden. The selected candidate will be locally recruited.