

Librarian - Information Services

The American University in Dubai invites qualified applicants to apply for the position of ***Librarian - Information Services***.

The Information Services Librarian is responsible for providing reference and research assistance, as well as library instructional sessions, to undergraduates, faculty, and staff. Other duties include marketing and outreach, collection development in general reference and designated subject area, inter-lending, and resource access responsibilities.

Principal Responsibilities:

- Provide assistance to students, faculty and staff with their information needs, research topics, research strategies, and evaluation and interpretation of relevant resources, through a learning commons approach, eReference engagement, and through individual office consultations;
- Prepare instructional materials, including subject and course-related web pages, to support teaching and for user self-directed learning;
- Develop and deliver library instruction sessions in a variety of subjects, including assessment tools, for students, faculty and staff; and prepare content for the Library's information literacy program, in line with latest practices;
- Provide and maintain links in the catalog, discovery platform and library web pages to electronic resources;
- Determine and manage inter lending requests, and according to the budget, using the preferred document delivery service providers;
- Serve as a Subject Librarian for designated subject area and maintain regular interaction to determine collection, instruction and research needs.
- Develop the library collection (selection, deselection) in General Reference and assigned subject areas, by identifying resources in all preferred formats, through the application of standard library collection development methodologies, and based on the Library's collection development policy and procedures;
- Create original cataloguing and supervise copy cataloguing;
- Participate in outreach programs to support research, education and community needs, and serve as the library liaison for Read Across Campus program;
- Work collaboratively in the development, execution, and promotion of library-related programs, special events, and displays, exhibits including promotional materials for print, online, and social media that highlight the Library's services and collections;
- Contribute to professional development initiatives by attending and participating in workshops, conferences and professional organizations;
- Contribute to staff development by mentoring members of staff through instruction and the creation of in-house manuals;
- Gather data and statistics for reporting purposes;
- Perform other duties as assigned.

Competencies and Skills Used:

- Experience in teaching, training, and developing information literacy and associated skills for undergraduate, graduate and faculty user groups;
- Proficiency with using current and emerging technologies, including learning and content management software for delivery of information literacy instruction and reference support;
- Proficiency in use of international standards tools, and demonstrated knowledge of best practices, for the selecting, developing, cataloguing and classifying of library resources;
- Familiarity with trends in scholarly communication, including digital scholarship and research, data management, and corresponding needs of faculty and researchers;
- Excellent oral and written communication skills;
- Ability to work independently and collaboratively in a team environment;
- Demonstrated initiative and ability to manage multiple projects.

Essential Qualifications:

- Masters in Library Science or equivalent degree.
- Previous experience in instruction, collection development, and/or reference services in academic library, preferably, international environment.

Desired Additional Qualifications:

- Professional library experience in an academic or research library
- Proficiency in *Arabic & English* (reading, writing, and speaking)

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

This position is suitable for those candidates already living in the UAE.

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.