

Access Services Librarian

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

The Access Services Librarian is responsible for providing leadership in ensuring effective operations within the Access Services Unit, which includes Circulation, Reserves, and Interlibrary Loan Services. The Access Services Librarian is also responsible for coordinating and supervising all Reference activities and teaching research instruction sessions to students across a number of disciplines.

Principal Responsibilities:

Department Leadership

- Provides on-site leadership to the Access Services Department and ensures effective department operations when off-site.
- Exercises independent judgment and discretion by making decisions to depart from standard policy or procedure as deemed necessary after consulting the Library Director.
- Participates in the evaluation and review of new work processes and tools.
- Assesses current services and identifies improvements by analyzing user data and national academic Library trends.
- Compiles statistics, analyzes data, and prepares reports relating to areas of responsibility in support of departmental and Library goals.
- Provides leadership in identifying and adapting technology to department needs.
- Provides leadership for full-time staff members, as well as student employees.
- Maintains patron database in Library management system by overseeing daily data downloads and troubleshooting problems with patron records.
- Serves as primary contact for building management issues by submitting Facilities work orders, conducting regular walking rounds of the Library, and communicating with Central Services regarding hours of operation and other security issues.
- Delivers excellent service and prioritizes service needs in a busy, dynamic public service environment, that fosters a positive and inclusive environment within the unit and the Library.
- Works collaboratively with other departments in the Library to provide feedback and develop services.

Reserves

- Manages course reserve operations including interpreting Library and copyright policies, supervising student workers, and processing reserve material.
- Stays informed of trends in Reserves policy and processing at peer institutions.
- Serves as Library Blackboard specialist, offering technical support to faculty and Library colleagues.

Circulation

- Shares in the supervision of the Circulation Desk, which includes opening the Library, overseeing daily circulation functions, handling emergency situations, maintaining Library equipment, and occasionally supervising student workers.
- Continually seeks new ways to improve efficiency and customer service at the Circulation Desk.

Reference & Instruction

- Answers patrons' questions and queries and staffs the Reference Desk.

- Trains patrons on the use of OPAC and electronic resources, provides research and bibliographic instruction and participates in Library orientation.
- Helps patrons in preparing documentation and bibliographies.
- Develops and teaches sessions on research and information retrieval. Works closely with faculty to deliver optimal research instruction across a number of disciplines.
- Collaborates with others and works individually to produce informational and instructional materials.
- Meets regularly with Research & Instruction librarians to discuss new tools, resources, and approaches to instruction.

Other

- Attends all relevant staff meetings scheduled during regular working hours.
- Participates in the evaluation of new electronic databases for possible subscriptions.
- Participate in collection development and collection weeding;
- Participate in Library and Bridge teams/working groups as assigned.
- Serves as a backup to other staff as needed and as requested by the supervisor.
- Performs other duties as requested by the Library leadership.

Competencies and Skills Used:

- Professional experience in an academic Library.
- Demonstrated experience providing reference and Information Literacy instruction in an academic Library setting.
- Proficiency with using current and emerging technologies, including learning and content management software for delivery of information literacy instruction and reference support.
- Flexibility, enthusiasm, and ability to work effectively with faculty, students, staff, and the general public.
- Technological proficiency with demonstrated aptitude for learning new software and systems. Ability to incorporate new technologies and innovations into existing operations.
- Strong interpersonal, analytical, and oral and written communication.
- Ability to work independently and collaboratively in a team environment.
- Teaching experience, preferably in a liberal arts setting.
- Supervisory experience leading, developing, and managing staff.
- Strong analytical and project management skills with a demonstrated ability to think strategically, set priorities, meet deadlines and complete tasks and projects on time with little supervision.
- Demonstrated ability to plan, coordinate, and implement projects in a technology-rich environment.
- Willingness to adapt to a rapidly changing environment and eagerness to learn new skills.
- Familiarity with academic learning management systems such as Blackboard.
- Familiarity with the concepts, applications, and best practices of copyright law and academic fair use for class curriculum support.
- Physical Demands:
 - 1) Climbing (ladders, ramps, stairs...)
 - 2) Carrying a minimum of 15 kg
 - 3) Reaching Above / Below Shoulder
 - 4) Bending / Squatting / Kneeling / Crouching / Crawling / Lifting

Essential Qualifications:

- Masters in Library Science or equivalent degree.

- Previous experience in instruction and/or reference services in an academic Library, preferably an international environment.

Desired Additional Qualifications:

- Minimum of one-year of experience working 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.