



**ASIAN UNIVERSITY  
FOR WOMEN**

**JOB DESCRIPTION**

|                              |  |
|------------------------------|--|
| <b>Position:</b>             | <b>Library Officer</b>                               |
| <b>Unit:</b>                 | <b>Library</b>                                       |
| <b>Reports to:</b>           | <b>Librarian</b>                                     |
| <b>Start Date:</b>           | <b>As soon as possible</b>                           |
| <b>Number of Position</b>    | <b>2</b>   |
| <b>Application Deadline:</b> | <b><del>December 22, 2019</del> January 16, 2020</b> |

**Position Outline:**

The Asian University for Women (AUW) located in Chittagong, Bangladesh is an independent international institution of higher learning for women from across Asia. The University is looking for suitable candidates for the position of **Library Officer**.

**The aims of the post are to:**

- Provide a range of services in support of the operation of the library.
- To assist students with the development of their research skills and the interrogation of research support.
- To assist with the development of promotional activities and community outreach for the Library.

**Position Particulars:**

01. Support students with the development of their research skills, including the teaching of research methods and methodologies, research projects and senior thesis, and the provision of online resources.
02. Support the library with promotional and communication activities and community outreach initiatives.
03. Provide a range of Library services:
  - Information/circulation counter
  - Data entry
  - Accessioning and cataloguing.
  - Use of on-line resources.
  - Shelving of library materials.
  - Hire and supervise student employees.
  - Records of fines and lost items.
  - Circulation of lists of newly processed books.
04. Carry out any other duties commensurate with the post that may be required by the line manager.



## ASIAN UNIVERSITY FOR WOMEN

### Qualifications and experience:

- Honors' and Masters in Information Science & Library Management background from any recognized university.
- Must have knowledge about the basics of quantitative and qualitative research methodologies.
- Familiar with the use of online research databases.
- Excellent knowledge of MS Office.
- Proficiency in spoken and written English.
- Excellent presentation skills.
- Excellent organizational and communication skills.
- Aptitude for mentoring and tutoring students.
- Knowledge of digital library systems and services.

### We Offer:

- Professional & multicultural working environment.
- Attractive compensation package.
- Comprehensive Group Insurance.
- Other benefits as per AUW HR policy.

### To Apply:

Interested applicants should send their CVs along with Cover Letter detailing how their qualifications, skills, abilities and experience meet the specific requirements of the role, as outlined in the job description and two references (Name & Contact Information) addressing to **Mr. Rafiqul Haque, Assistant Director of HR & Services** through E-mail: at [hrd@auw.edu.bd](mailto:hrd@auw.edu.bd). **Please mention the position applied on the subject line.** The review of applications will begin immediately. Only short listed candidates will be contacted.