

The World Maritime University was established in 1983 by the International Maritime Organization, a specialized agency of the United Nations. WMU wishes to enhance its role as a global centre of excellence for postgraduate education and research in the maritime and oceans fields. WMU offers Master of Science (MSc) and PhD programmes in several maritime areas, as well as Executive Education programmes and Professional Development Courses.

The World Maritime University is seeking a positive, productive, adaptable and responsible Library Assistant to join the University.

Duties

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.

Specific duties for the Library Assistant include the functions indicated below:

- Maintain library stacks, to include re-shelving of hard copy materials, inventory and shelf reading
- Manage serials check in and claiming of overdue periodicals;
- Receive and in-process materials, to include labeling and 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 batch modification of catalog data;
- Assist in library materials purchasing;
- Upload digital materials to university's Institutional Repository;
- Update library web pages and tutorials;
- Take shifts at public desk, checking out materials and assisting with reference inquiries;
- Assist in classroom instruction on how to use library resources;
- Assist with written reference inquiries and monitoring library email account;
- Perform other duties as needed.

Qualifications

Education

A post-high school technical education in a related field; a University degree (BA/BSc) would be an advantage.

Experience

At least four years of experience in the occupational area.

Competencies and skills

- Excellent communication skills in spoken and written English;
- Ability to work effectively and accurately with little guidance and supervision and ability to take initiatives;
- Ability to work in an international and multi-cultural academic environment and to deal with stressful situations with tact and diplomacy;
- Be flexible in coordinating multiple projects and meeting deadlines;
- Demonstrate flexibility, motivation, enthusiasm and tact;
- Strong computer skills and ability to learn new software applications quickly and adapt to changing technologies;
- Ability to interpret, apply, and explain library policies to students, faculty, and other staff members.

Preferred:

Library working experience and/or advanced training in Library or Information Science.

Application

Applicants should send a letter of interest, a complete CV, and the contact information of three referees – all in English – to the Head of Human Resources, Marco Batista (mb@wmu.se). Please also complete the mandatory Personal History Form. Candidates will be contacted if they are short-listed. Deadline for applications: 22 February 2018.

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

Entry gross monthly salary: 27568 SEK.