

Librarian – Information Services Jobs in Dubai | American University in Dubai

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Company: American University

Location: dubai

Category: other-general

Librarian – Information Services Jobs in Dubai | American University in Dubai

Job Responsibilities:

Collecting and cataloging library resources including books, films, and publications.

Helping people locate reference and leisure reading materials.

Maintaining library records and ensuring they are up to date.

Performing regular audits of the information and inventory on file.

Educating patrons on how to properly search for information using the library databases.

Managing budgeting, planning, and employee activities.

Overseeing the check-out process for books and other resource materials.

Organizing and hosting book sales, author signings, and other reading events.

Clarifying the use of library amenities and providing information about library policies.

Ensuring the library meets the needs of precise groups of its users, including postgraduate students and disabled students.

High school diploma or equivalent qualification.

Bachelor's degree in Library Science is preferred.

A minimum of 3 years experience working in a public library.

Excellent IT skills and knowledge of library databases.

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