



Vacancy Announcement

AME University
34 Camp Johnson Road
Monrovia, Liberia
jobs@ame.edu.lr

AME University is a small faith based institution located in Monrovia, Liberia. Founded in 1995, the University has grown steadily for 22 years, currently with more than 3,800 students enrolled in 19 academic programs across 4 colleges. In fostering its mission, the University is seeking a highly experienced, vibrant and progressive “Library Officer” with a cutting-edge academic vision, to work with the Dean of Library Services in leading the institution as it continues to accelerate progress in becoming a premier tertiary institution in Liberia.

Class / Title: **Library Officer**
Division: Academic Support Services
Reports To: Dean of Library
Benefits: Commensurate with position and experience
Closing Date: September 30, 2017
How to Apply: Submit CV, Cover Letter and Credentials to: jobs@ame.edu.lr

Position Requirements:

The Library officer responsibility is to support the efforts of students when they need help as well as maintain the library and its resources: Whereas, ensure cataloguing, facilitate the end processing of library resources and assist with the circulation desk. He/she will help foster innovation, learning and creativity in the library makerspace. In furtherance, he/she will need to have strong technology skills and competency in helping to manage library technologies.

Position Responsibilities:

- Sort, shelve, relocate, and search for library materials.
- Re-shelve for accuracy of order, re-shelving materials as needed.
- Straighten library shelves daily or weekly as needed.
- Provide simple directional information to Administrators, faculty members and students.
- Perform simple circulation desk duties.
- To issue and tracked return books by using the computerized library management system.
- To be the first point of contact for internal and external inquirers and users of the library service.
- Perform other duties as assigned by the Dean of Library Services.

Additional Qualifications:

- Excellent computer skills, especially with the use of Microsoft Office suite, web base systems and library management system.
- Promote library services and resources to staffs and students.
- Create flyers, posters, certificates etc. to promote reading and information literacy.
- Ability to assist in the delivery of activities for the University community members.
- Effective planning and managing of own work.
- Sound general knowledge and interest in books and reading.
- Ability to lift and carry light loads.
- Excellent communication and presentation skills, both oral and written.
- Proven ability to work with diverse member of the University community

Work Experience:

- At least two (2) years' experience in general Library responsibilities and procedures

Minimum Qualification:

- Bachelor of Science degree (preferred) in any related Social Sciences from an accredited University.