

## **Recruitment of Assistant Librarian – School of Law**

### **Job Description**

- Managing law library operations
- Good knowledge of the Classification of law books.
- Ability to monitor budgets, allocate, organize
- Disseminating legal resources to the end users
- Ability to handle digital repository
- Knowledge of handling the automated library environment
- Cataloging the library resources and performing circulation activities in the library.
- Organize and re-shelf the library resources.
- Conduct periodic reviews of new and existing electronic resources with an eye toward improved service and research efficiencies.
- Assisting the users in identifying the resources both offline and online.
- Coordinate with the central library and perform routine tasks assigned by the University Librarian.

### **Qualification:**

1. Degree with Master of Library and Information Science (First Class)
2. Degree or Diploma in Computer Application is desirable

### **Experience:**

1. Three years and above in a reputed Academic Library preferably a law library
2. Working knowledge in library management software Koha
3. Knowledge of office management software