



External Vacancy Announcement

Email: jobs@tubmanu.edu.lr

Tubman University

Office of Human Resources

Harper, Maryland County Republic of Liberia

William V.S. Tubman University (TU) is Liberia's second government-owned and operated university, and the only university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Science; Education; Health Sciences; Management and Administration; Engineering and Technology; and Arts and Sciences. In advancing the University's teaching, learning, research, and community service mission, TU is seeking qualified candidate for the following position:

Position: **Library Assistant**

Duty Station: Harper, Maryland County

Minimum Qualification: B.Sc. / BBA

Commencement of Employment Period: June 1, 2018

Closing Date for the Submission of Application: May 18, 2018

Salary and Benefits: Commensurable salary, optional medical insurance, and group transportation

Reports To: **Director of Library**

Position Requirements: The successful candidate shall possess a Bachelor's degree in Administration, or a related field, with minimum three (3) years of experience in Library activities, Monitoring users and the movement of books and materials and other General Library activities. The successful candidate shall possess high experience and/or interest in contemporary art forms across the disciplines as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Library division and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skills (especially experience with Microsoft Office Suit), with a commitment to quality and excellence.

Position Description:

- Sort, stamp, catalog, arrange and shelf books, journal, magazines, newspapers, and other literary materials;
- Assist users navigate the internet; monitor users and the movement of books and materials;
- Monitor stock level; conduct inventory and make stock report;
- Place orders as may be required;
- Discriminate library information to various sectors of the University;
- Conduct other duties as may be required;