JOB DESCRIPTION

University of Puthisastra

Position Title	:	**Librarian**
Department	:	**Library / QLTS**
Report to	:	**Library Manager**
Reportees	:	**N/A**
Employer	:	**University of Puthisastra**
Location	:	**Phnom Penh, Cambodia**

I.   Position Summary

- Manage and order library stationaries (Include Student Affair Office and Teaching and Learning Department)
- Report library fine to the Finance Department
- Manage and report circulation services
- Perform circulation services
- Perform cataloging
- Perform technical services

II.   Duties and responsibilities

- Performing circulation services (Register/update student info/check in/out)
- Shelving Books/publications/periodicals
- Reading shelves of books/publications/periodicals
- Find book/publication call numbers
- Perform technical work (cover plastic, stick call number, stick book barcode)
- Perform cataloging
- Report library fine/income to Finance Department
- Manage and report missing book
- Manage and report book lost from patron
- Manage and order request via UPSIS
- Manage stationaries and make request to the admin staff
- Perform booking rooms for patrons
- Count patrons using computers
- Count patrons visit the library
- Perform request to use UP resources via UPSIS
- Report book check out
- Manage all library forms and fine receipt
- May perform other duties as assigned

Learning Center Support
- Assist information literacy
- Assist lending support duties

III. **Qualifications and Requirements:**

1. **Experience:**
   - At least one year in library field

2. **Education:**
   - University Student
   - English: ability of writing, listening, and speaking

3. **Skills/Competencies:**
   - Microsoft Word and Microsoft Excel, Internet & Email
   - Have ability to learn new thing quickly

4. **Personal Quality**
   - Friendly
   - Punctual
   - Have a willing to work cooperatively