



## JOB DESCRIPTION

<b>Position Title</b>	:	<b>Internship</b>
<b>Department</b>	:	<b>Learning Center/QLTS</b>
<b>Report to</b>	:	<b>Learning Center Manager</b>
<b>Reportee (if any)</b>	:	<b>N/A</b>
<b>Location</b>	:	<b>Phnom Penh</b>
<b>Working hour</b>	:	<b>Three days per week/half day working</b>

### I. Position Summary:

- Perform circulation services
- Perform technical services
- Report library statistics
- Manage library serials

### II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Intern:

- Performing circulation services (Register/update student info/check in/out)
- Shelving Books/publications/periodicals
- Reading shelf of books/publications/periodicals
- Making book/publication call numbers
- Performing technical work (Cover plastic, stick call number, stick barcode)
- Performing cataloging work
- Room schedule: taking note room booking
- May perform other duties as assigned

### III. Learning Center Support

- Assist information literacy
- Assist lending support duties

### IV. Minimum Qualifications and Requirements:

#### 1. **Experience:**

- No experience

#### 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