

Job Title: Library Executive and Senior Library Executive

Number of positions:

- **Library Executive - One (01)**
- **Senior Library Executive – One (01)**

Reports to: Assistant Librarian/ Deputy Librarian

About Ashoka University: Ashoka University is a pioneering university in India, providing an interdisciplinary liberal education on par with the best universities in the world. Ashoka students learn to be critical thinkers, effective communicators and ethical leaders, from outstanding faculty who have previously taught in leading global and Indian universities. In a very short time, the university has established a stellar reputation for quality of faculty and student experience. Ashoka University students have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors.

About Ashoka Library: Ashoka library is a 24 x 7 service centre catering to students, researchers and faculty members in the area of liberal arts & sciences. The library has moved to a new and larger premises to accommodate more readers, resources, and activities. To support hybrid learning, library gives equal emphasis to print and digital media. Currently, library holds more than 52000 print books 300,000 e-books, 15,000 e journals and a host of e-reference sources & e- archives. The library provides remote access to all its digital resources.

The Library assists the academic community in curating course materials through its Institutional repository services. It provides research support through its plagiarism check platforms, journal discovery systems, reprint services. Library has collaborations with other institutions, publishers and agencies to source specialized research materials. Keeping the diversity of students in mind, the library has contemporary collections in select vernacular languages. For more details please visit library.ashoka.edu.in.

Role and Responsibilities:

- Work in all sections/functional areas like information retrieval, digital resources, user profiles, circulation desk and document processing & floor management.
- Handle reference queries, events management & library marketing.
- Assist patrons in retrieval of library materials, research papers and multi-media.
- Manage & work independently during weekends & extended hours.

Eligibility:

- Regular/full time MLISc (Master of Library & Information Science) degree from a recognised university or MS-LIS from DRTC is a must.
- UG degrees like BCA or BSc /BE (in IT or CS) or PG Diploma like PGDLAN will be an added advantage.
- 0-2 years of professional experience (after MLISc /MS-LIS) in academic / research libraries for library executive role. (Those appeared for final exam in 2021 but waiting for results can also apply).
- 3-5 years of professional experience (after MLISc /MS-LIS) in academic / research libraries for senior library executive role.
- Consistent good academic record and continuity in studies & experience
- Age limit 28 years.

Skills / Prerequisites:

- Proficiency in MS office, Koha, D space, portal management & IT tools / systems.
- Fair understanding of digital resources, literature searching & discovery systems.
- Good written and verbal communication skills in English.
- Good interpersonal skills & team working abilities.
- Flexibility to work in extended library hours & shifts.

Venue of work: Ashoka University campus. #2, Rajiv Gandhi Education City, Delhi- NCR region, Rai, Sonapat, Haryana 131029.

Days of work: This is a full-time role, Monday - Friday

Application Details Required:

- To apply, please upload the following via [this form](#) only.
 - a. A cover letter
 - b. Latest resume
 - c. The name, designation and contact details of two referees from your most recent professional/academic endeavour. They may be contacted by us as part of the process.
- Deadline for receiving applications: **30th Nov 2021.**

