

**Job Title:** Library Internships

(These are for a period of six months, beginning April 2024. These are purely on a temporary basis but may be extended for another term, if required. Experience certificate will be issued at the end of the term).

**Reports to:** Director Library – Services and/or respective supervisors

**Location:** Sonipat Campus (#2, Rajiv Gandhi Education City, Delhi -NCR, Rai, Sonipat, Haryana)

**Experience (in years):** At least 06 months experience in Academic Libraries (not school Library), age limit 24 Years.

**Nature of work:** Need to work in document circulation, cataloguing reference services and library functional and operational areas. Ample exposure to library automation systems such as KOHA and other related library platforms, accessing databases and uploading resources in the library portal. *Roster duty during extended hours and holidays will be mandatory.*

**About Ashoka University:**

Ashoka University -India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change Because we believe that each Ashokan can become a thought leader.

As part of our thriving and committed workforce, you will:

**Be Mission-Driven:** Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

**Think Strategically:** Collaborate with visionary minds to shape the future of higher education through strategic planning and a forward-thinking approach.

**Act Authentically:** Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

**Take Accountability:** Own your work and drive positive change, as an empowering individual seeking to make a meaningful contribution.

**Build Collaboration:** Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

**Deliver Excellence:** Strive for excellence in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrive. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can unleash your potential and make a meaningful impact. Where education empowers, where innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

**About (HDFC Library):** The Library team at Ashoka University focuses on enriching academic experience through efficient information access and delivery. The library specialises in curating a diverse collection of resources, both print & digital to provide a conducive learning & research environment. It supports students with remote (anywhere/ anytime/ any device) access to a vast array of digital books, journals, databases & reference sources related to their coursework and beyond. The library aims at easing the learning process and fostering holistic growth and meaningful contributions within the academic community.

**Role and Responsibilities:** Working as a team member in the library as assigned by the supervisor.

**Qualifications:** BSc/BA/BTech/MA/MSc/MBA/MCA/MLibSc (Master's degree in Library & Information Science) through regular / full time programs from recognized universities / institutions

**Skills Required:** Good working knowledge of MS Office, communication skills and familiarity with library automation software & systems (KOHA) will be an added advantage. **Preference** will be given to candidates having additional qualifications and skills in website management, digitization and digitalization processes, worked in digital marketing platforms such as CANVA etc.

**Remuneration :**

Stipend of Rs 20,000 per month.

(Accommodation on a payment basis (subject to availability) can be arranged by the university in designated apartments, closer to the campus. Free transportation between campus & apartments and subsidized food while on campus).

We invite you to embark on this journey by submitting your application to Ashoka University's Library team. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

**Prepare an Updated CV:** Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

**Submit Your Application:**

- Submit your application on this link: <https://forms.gle/rwbh1XMJms2nPcAEA>
- Shortlisted candidates will be first called for telephonic interview followed by in-person interviews on campus.
- The date and venue of the interviews will be communicated to the shortlisted candidates.

**Include Essential Details:** Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable.

**Pursuit for Excellence:** At Ashoka University, we strive for excellence in all aspects of our operations. Therefore, only shortlisted candidates will be contacted as part of our rigorous selection process.

**Adherence to Deadlines:** To ensure fairness and efficiency, please submit your application **15<sup>th</sup> December, 2024**. Applications received after the deadline will not be considered.