

Technical Services Assistant



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Deadline: 23.02.2024 23:59:59 The deadline for applications has expired
Salary: According to the interview results
Work experience: 3 years
Location: Naryn
Type of involvement: full time

University of Central Asia

Address
125/1 Toktogul Street, Bishkek
Web
<http://www.ucentralasia.org>

Information

Common information

The position is responsible for supporting technical services of library and to assist librarian in electronic resource management and access. Reporting to the University Librarian the successful candidate will also be responsible to check day-to-day technical functions of the library including but not limited to check the library access to database, link's functionality, information update, physical preparations of books, shelves management, stationary management & housekeeping of the library. She/He may also assist librarian in metadata creation, cataloging, classification, circulation and reference services.

Qualification requirements

- Higher education;
- At least 3 years of relevant work experience;
- Excellent client-oriented skills;
- Ability to read, write and speak in English and Russian;
- Good command of MS Excel, MS Word, MS Outlook and SAP.

Duties

- Performs technical services of the library such as physical preparations of print material;
- Check the URL/Links of resources on library's website and report to librarians for updates;
- Checking and Learning LibGuides functionalities and catalogue searching methods to assist students;
- Changing Signages for locations of library's material with the growth of the collection;
- Record keeping of incoming requests from staff, students and faculty and establishing communication with library staff to fulfill and respond to the requests;
- Filing of the invoices, working with spreadsheets to assist librarian to prepare and analyze library related data;
- Guide users about the library's collection management mechanism to locate material on shelves;
- Learn and perform Integrated Library Management System OCLC WMS to perform automated functions of the system to check out, check in, renew and recalling procedure for materials borrowed;
- Perform Exhibits and Newly Arrival Displays in the library with thematic displays;
- Learn and Assist SAP related functions such as PR creation;
- Co-ordination with Reference & Circulation Assistant for the smooth functioning of the library;
- Assist students and faculty in using printers for scanning and photocopying;
- Perform other duties as assigned by the Librarian.

Conditions

How to Apply

Please submit your application (cover letter, CV and contact information of three references) on <http://tinyurl.com/mwahaptv>

until 23 February 2024.

Applications will be reviewed when received. Early applications are strongly encouraged.

Candidates from the founding countries of UCA: Kyrgyzstan, Tajikistan, and Kazakhstan are encouraged to apply for the position.

Only shortlisted candidates will be contacted.

Review other job vacancies at: <https://ucentralasia.org/career-opportunities>.

About company

The University of Central Asia (UCA) was founded in 2000 as a private, not for profit, secular university through an International Treaty signed by the Presidents of Tajikistan, Kyrgyzstan and Kazakhstan, and His Highness the Aga Khan; ratified by their respective parliaments, and registered with the United Nations. The Presidents are Patrons of the University and His Highness the Aga Khan is the Chancellor. UCA's mission is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognized standard of higher education, and enabling the peoples of the region to preserve their rich cultural heritage as assets for the future. UCA brings with it the broader commitment and partnership of the Aga Khan Development Network. For more information: www.ucentralasia.org.

UCA consists of three schools including the Undergraduate School of Arts and Sciences, the Graduate School of Development (The Institute of Public Policy and Administration, the Mountain Societies Research Institute, the Cultural Heritage and Humanities Unit, the Civil Societies Initiative, and the Aga Khan Humanities Project), the School of Professional and Continuing Education, and the Central Asian Faculty Development Programme. UCA's undergraduate programmes are located at its residential campuses in Khorog, Tajikistan, and Naryn, Kyrgyzstan. The Tekeli campus in Kazakhstan is in the planning stage.