



ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

1. JOB IDENTIFICATION:

- 1.1 **Position Title** : Library Assistant
1.2 **Position Level** : 13
1.3 **Occupational Group** : Administrative & Technical
1.4 **Mode of Employment** : Regular
1.5 **College/OVC** : Gedu College of Business Studies
1.6 **Department** : Library/Academic Administration

2. MAIN PURPOSE OF THE POSITION:

- 2.1 Carry out routine library clerical duties (e.g. serial ordering and record maintenance, cataloguing from bibliographic copy; routine circulation, reserve and overdue functions)
2.2 Serve as the point of contact between Head of Schools & Departments, students, faculty, and administrative departments, handling inquiries and disseminating important academic information.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 Draft, type and dispatch correspondence as per the directives of the supervisor
3.2 Provide information to the library user on library policies and procedures
3.3 Carry out routine library clerical duties (e.g. serial ordering and record maintenance, cataloguing from bibliographic copy; routine circulation, reserve and overdue functions)
3.4 Perform routine searches and update computer records
3.5 Issue borrowers' cards according to library procedures
3.6 Call patrons to deliver messages or information on library materials
3.7 Compile departmental data and assist HoS/HoD with preparing reports for academic review processes.
3.8 Organize and update calendars for faculty, departmental meetings and academic events.



- 3.9 Draft and respond to emails & announcements; distribute information to students, faculty, and other departments as needed.
- 3.10 Organize logistics for academic events, workshops, guest lectures and student orientations.
- 3.11 Carry out any other duties that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Carry out routine library clerical duties (e.g. serial ordering and record maintenance, cataloguing from bibliographic copy; routine circulation, reserve and overdue functions);
- 4.2 Assist HoS/HoD in planning logistics, coordinate faculty evaluations or teaching assignments on behalf of department leadership & organize departmental meeting agendas.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: Class-XII

5.2 Experience: Experienced preferred.

5.3 Knowledge Skills and Abilities:

- 5.3.1 Conversant in the area of responsibilities both in terms of technical knowledge and changing environment.
- 5.3.2 Good communication skills both in terms of written and spoken.
- 5.3.3 Sound analytical skills with knowledge in planning, management and execution of activities.
- 5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision making.
- 5.3.5 Ability to work in teams and ready to work beyond working hours.
- 5.3.6 Capable of coping with pressures of the job and meeting deadlines and competing demands.