

**BRAC UNIVERSITY (BRACU)**  
**JOB DESCRIPTION**

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**Job Title: SEMINAR LIBRARIAN, SEMINAR LIBRARY, SCHOOL OF PHARMACY**

**Position Purpose**

Maintenance of resources of the seminar library. Assisting students to get access to the resources and to lend books from the library.

**Organizational Relationships**

**Position Type:** Regular

**Reporting to:** Dean, School of Pharmacy and University Librarian

**Hours of Work:** 40 hours per week. Must return to duty whenever needed.

**Functional Relationships:**

**Internal Contacts:** Students, Faculty, Staff, Deans

**External Contacts:** External stakeholders

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**1.0 Key Accountabilities**

**Specific Duties & Responsibilities**

- 1.1.1 Provide circulation and reference services to library users.
- 1.1.2 Assist library users in the effective searching of the online public access catalogue (OPAC), online journals and databases, answering ready-reference, directional and other enquiries.
- 1.1.3 Catalog print and non-print materials using international standard MARC 21, Dublin Core and AACR2.
- 1.1.4 Update and edit patron record into the integrated Library System.
- 1.1.5 Engage in ongoing learning and development by attending workshops, conferences, and training sessions. Stay informed about emerging library trends and technologies.

**1.2 General Duties & Responsibilities**

- 1.2.1 **Administrative Duties** relating to all matters that the membership of a University entails, including cross institutional wide activities.
- 1.2.2 **General Responsibility** to undertake all other duties as directed by the supervisor.

**1.3 Qualifications**

Candidates should possess a Master's degree with BA (Hons) in library and information Science from a reputed university.

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**1.4 Knowledge, Skills and Aptitudes**

- 1.4.1 2 years of experience in the relevant field will be preferable but not essential.
- 1.4.2 Strong interpersonal skills and are adept at building relationships with different stakeholders
- 1.4.3 Excellent verbal and written communication skills both in Bangla and English.
- 1.4.4 Excellent organizational skills with ability to work with a diverse group of colleagues is essential.
- 1.4.5 Experience of using initiative and creativity to resolve problems, identifying suitable solutions and opportunities for improvement.
- 1.4.6 Flexible approach to work and positive response to changing requirements.
- 1.4.7 Ability to work collaboratively across departments and service areas.

**1.5 Other Duties**

It is acknowledged and agreed that the changing needs of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the Employment Contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.

**1.6 Certification**

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature .....

**Name:**

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**Date**