Job Description

Job Title	: Assistant Librarian (Research Support)	**Job Location**	: Patiala
Position Reports To	: Deputy Librarian		

Main Purpose

This is a strategically important role to enhance the Institutes' research environment, manage the Institutes' research and provide expert advice and guidance on scholarly communications and the curation and visibility of research outputs. The candidate will also responsible for resource acquisition, electronic resource management, procurement processes, budgeting and other important activities of the library.

Qualification	• A Master's degree in Library Science/ Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (Degree / Diploma in Computer Application, Knowledge of Database Management System, Website Design, Computer Programming, • National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like ALET/SET • Desirable: Ph.D. Degree • A consistently good academic record with knowledge of computerization of library
Experience	• 8-10 years' experience, preferably in an Engineering Institution of repute as a Senior Library and Information Assistant • Candidate must have thorough knowledge of Institute related resources and services
Competency	• Excellent leadership, management skills communication skills • Ability to manage a variety of cross-functional user group faculty, research scholars, students • Excellent organizational and follow-up skills. • Competent in problem solving, team building, planning, decision-making with commercially acumen

Specific Accountability & Job Responsibility

- Design and develop a research support services framework
- Refine and further develop, in collaboration with suppliers, the current institutional repositories to cater for future research demands and evolving standards
- Develop Institute-specific guidelines on good research integrated with existing research information management and publications systems
- Develop, promote and contribute to a research support advisory service to academic colleagues on all aspects of the scholarly communication and publication processes
- Take a strategic lead on the development of research collections and systems, in collaboration with the information resources team
- Offer an advisory service on good practices in research including providing advice on data citation, licensing, copyright and IPR issues.
- Develop and assist in the delivery of a coordinated programme of advocacy and training events for research staff, students and support staff.
- Create, develop & manage research support services website / Library website using OSS / CMS

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by 05th Jan 2020.