

**Intern for Library**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

Duke Kunshan University (DKU) Library is a teaching and learning hub and scholarly gateway for faculty, students and staff. It holds diverse teaching and research resources for students, faculty, and staff to timely and seamless access at the place and point of need. Librarians provide instruction, consultation, and research support and answer a variety of questions in person, by phone, and via email and instant messaging. Library interns will assist library staff in the performance of specific tasks such as serving on the front desk to provide public service and assisting in resource acquisition and organization. By working in the library, students will gain knowledge of library processes, grow a strong public service ethic, and develop critical thinking skills.

**Reports to:**

Library Administrative Assistant

**Essential Duties:**

- Learn the circulation system to serve at the library front desk.
- Acquire basic information retrieval skills to answer simple reference questions.
- Assist in library orientations, workshops, book fairs, book clubs and other activities.
- Shelve and maintain print collection.
- Help to troubleshoot public printers and computers; provide basic technical support/training to students who use library public equipment.
- Help to receive and process library materials.
- Other miscellaneous duties assigned.

**Required Qualifications:**

- At least finishing second year in undergraduate program.
- High-level professionalism.
- Strong public service orientation and exceptional interpersonal and customer service skills.
- Extremely organized, strong attention to detail and a fast learner.
- Ability to handle busy situations in a positive and responsible way.
- Strong English writing and verbal skills.
- Proficiency in Microsoft Word, Excel and PowerPoint.

**Preferred Qualifications:**

- Major in library & information science or related field.
- Previous training experience.

**Internship Period:**

- Starting from January 2019
- At least work for three months.