

Library Intern
Duke Kunshan University
Job Description

Position Overview:

The library serves as a major service area for faculty, students, and staff. Librarians answer a variety of questions in person, by phone, and via email and instant messaging. They also purchase materials for course support and build the general collection. This role will assist librarians from time to time in the performance of specific tasks to help provide excellent public service. By working in the library, students will gain knowledge in library processes, learn strong public service ethics, and develop critical thinking skills.

Reports to:

Senior Library Assistant

Essential Duties:

- Learn the Aleph circulation/cataloging system to successfully process materials.
- Search for materials using the online catalog and Summon discovery system to answer simple reference questions.
- Staff the library service point.
- Shelf and maintain the print library collection at the DKU library.
- Help troubleshoot public computers.
- Promote and coordinate library orientation, workshops and activities.
- Assist the library administrative staff
- Other miscellaneous duties as assigned

Required Qualifications:

- Candidate should at least possess an undergraduate degree, majoring in library & information science or with teaching or training experience are preferred.
- Strong academic background and public service orientation.
- Ability to learn quickly and independently, take initiative, and handle busy situations.
- Strong English writing and verbal communication skills.
- Proficiency in Microsoft Word, Excel and PowerPoint.

- At least work for three months.
- Hours: 9am-8:00pm Monday to Friday (Shift Duty).