PURPOSE OF THE POSITION

To manage, organize, evaluate and disseminate information, providing support to members of Ton Duc Thang University including students, researchers and lecturing staff.

OUR VISION

Empowering Ton Duc Thang University’s research and learning community with deep expertise, innovative services, and outstanding collections strengthened by strategic partnerships.

OUR MISSION

Ton Duc Thang University Library promotes a culture of broad inquiry and supports the University’s mission to discover, preserve, and disseminate knowledge and creative expression. It engages with the ongoing transformations of society to deliver world-class physical and digital content and services critical to research, education, and outreach, now and in the future. The Library acts globally, and builds partnerships within and outside the university.

RESPONSIBILITIES

* developing and managing collections of books and journals (both paper and electronic), as well as websites;
* establishing and maintaining effective working relationships with academic staff and students;
* contributing to academic course development and liaising with academic departments;
* coordinating and delivering information and digital literacy sessions to staff and students;
* creating, updating and managing electronic and printed information resources;
* selecting, acquiring and cataloguing information using library and information software;
* assisting researchers with literature searches using databases, printed resources and the internet;
* managing and supporting the provision of reading lists and allocating length of loans;
* dealing with user enquiries, which may involve one-on-one advice sessions;
* dealing with budgets in relation to your allocated subject areas/departments and, in some cases, purchasing resources;
* liaising with library colleagues on other campuses;
* carrying out staff management, which may involve recruitment and selection, appraisals, support and development, disciplinary action, staff rotes and training, as well as allocating daily tasks;
* maintaining relationships with external bodies, such as suppliers;
* managing buildings, furniture and equipment;
* keeping up to date with relevant professional developments in the library sector;
* participating in professional groups or networks.