Job Description – Librarian

1. **Essential Qualifications and Experience:**
   a. Qualification: Master of Library and Information Science
   b. Experience: Minimum of 10 years of relevant experience in a leading business school or a reputed university.

2. **Job Description:**
   a. Manage all activities of the library in close consultation with Library committee.
   b. Ensure the proper maintenance of books, journals, databases, and periodicals.
   c. Plan and manage e-resources, including licensing, purchase, and renewals.
   d. Assist faculty in procuring teaching materials, including case studies and articles.
   e. Implement new library technologies and provide training to library staff.
   f. Stay abreast of emerging trends and best practices related to e-resources.
   g. Conduct library orientation sessions for student
   h. Monitoring the Library expenses in accordance with the allocated budget.
   i. Coordinating technical demo sessions with vendors for optimal database and library resource utilization by faculty and students.
   j. Organizing periodic displays of the latest management books from diverse publishers across various disciplines.

3. **Key Skills and Abilities Required:**
   a. Managing Library in a computerized environment with experience in innovative applications of ICT in library operations/services.
   b. Knowledge of LibSys software, Koha etc.
   c. Managing e-resources including e-journals, e-books, etc.

4. **Desirable:**
   a. Experience in independently managing library activities such as financial planning, budgeting, procurement of books, journals, electronic databases, and vendor management.
   b. Knowledge of library software and platforms.
   c. Excellent communication skills in English.
   d. Preference will be given to candidates with a Ph.D. in Library and Information Science

Qualified and interested candidates are invited to submit their application along with a detailed resume to registraroffice@imi.edu

The deadline for applications is 21st January 2024.

Only shortlisted candidates will be contacted for an interview.