

Company Registration No.: 201610151M

### **Evangelical Theological College of Asia Ltd**

Evangelical Theological College of Asia (ETCAsia) is an evangelical reformed theological college, formed at the initiative of a group of Singaporean pastors from a variety of denominations who were seeking to equip people for ministry of the word. The college exists for one purpose: to prepare godly men and women for gospel ministry in Singapore, Southeast Asia and beyond. ETCAsia is a non-denominational college, welcoming students from all denominations to serve all churches in Singapore and Asia.

**Location:** Selegie Road

**Interested applicants**, please email your detailed resume, stating your current and expected salary, date of availability and contact number to: info@etcasia.edu.sg

## **Librarian**

### **Position Objective**

- The Librarian supports the Faculty in the successful operation of the Library and its associated teaching programs.

### **Specific Responsibilities**

- Assist with the circulation of library materials using the Library Management system – loans, returns, adding and deleting borrowers, printing overdue lists.
- Maintain the library book collection, shelving returns and maintaining shelf order, book repairs.
- Cataloguing of library resources - using database, produce and adhere to the ETCAsia Library standard and consistency.
- Assist in migration of old Library Management system (ResourceMate) to new Library Management system (KOHA).
- Process library resources – check invoices, find Dewey Decimal, apply Dewey Decimal labels on new books, barcode tagging, labelling, covering and reinforcing resources.
- Provide assistance and support to library users – locating resources, training new students and Faculty on the use of the Library Management system.
- Create displays for the library for ease of locating resources.
- Manage and supervise Library volunteers, Student volunteers.
- Manage Library budget (liaise with Lecturers and get Lecturers to prioritise books to be bought, proportion books according to student intake, library needs to top-up books which are lacking), order the books, obtain Faculty's requirements for Closed Reserve materials before Semester begins
- Assist with the annual stocktaking process.
- Assist in extracting duplicate books identified to be given away or sold to students, remove books not needed and set it aside
- Other duties as directed by Faculty or Administration office.

### **Position Requirements**

- The library is a busy and demanding work environment and the ability to communicate well with others is essential.
- Must possess excellent customer service skills and have initiative to get things done
- Due to college being a start-up, a willingness to learn new skills and work within a team.

### **Qualifications & Skills**

- A recognised professional qualification in Library/Information Studies
- At least 8-10 years of professional working experience in an academic library environment
- Good interpersonal skills and able to relate well with colleagues and other people

- Able to work independently as well as in a team
- Resourceful, self-motivated and service oriented
- Possess good people management skills

#### **Contacts**

- Students, Faculty, Library Volunteers, External borrowers (Pastors, Laypersons teaching the bible, etc)

#### **Working Conditions and Terms of Employment**

- 5 working days per week
- Mon to Fri, 9.00am to 5.00pm
- Meetings as required
- Monthly salary range, according to qualifications and experience
- Paid Annual Leave – 18 working days
- Paid sick and hospitalisation leave
- Medical insurance
- 2-year contract