



# গ্রীন লাইফ মেডিকেল কলেজ

## GREEN LIFE MEDICAL COLLEGE

Ref : .....

Date : 25-05-2023

### Job Description

**Position: Librarian**

**Vacancy:** Not specific.

**Job Responsibilities:**

- Managing library resources.
- Be responsible for developing a library and information resources center supporting teaching.
- Ensuring that library services meet the needs of users.
- Developing and Ensuring IT facilities in the library.
- Assisting readers to use computer equipment, conduct literature searches etc.
- Promoting the library's resources to users.
- Collecting and cataloging library resources including books, films, and publications.
- Helping student locate reference reading materials.
- Maintaining library records and ensuring they are up to date.
- Performing regular audits of the information and inventory on file.
- Educating patrons on how to properly search for information using the library databases.
- Managing planning, and employee activities.
- Overseeing the check - out process for books and other resource materials.
- Organizing and hosting book delivery, author signings, and other reading events.
- Clarifying the use of library amenities and providing information about library policies.
- Ensuring the library meets the needs of precise groups of its users, including Teacher and Intern Doctor.

**Educational Requirements:**

- Bachelor of Social Science (BSS) in Library Science
- Skills Required: Computer skill

**Experience Requirements:**

- 3 to 5 year(s)
- The applicants should have experience in the following area(s): Librarian.

**Additional Requirements:**

- Age 20 to 40 years.
- Both males and females are allowed to apply.
- Office Hours- 7:30am to 2:30pm.
- Work at office.

**Salary:**

- Negotiable.

**Compensation & other benefits:**

- Salary Review: Yearly.
- Festival Bonus: 3 (Yearly).
- As per service policy.



**Application Deadline: 10 Jun 2023**

**Interested candidates please send your Resume to**

**[greenlife.mc@gmail.com](mailto:greenlife.mc@gmail.com)**

**[Note: Must add Job title in Email Subject & Photograph must be enclosed with resume.]**