



**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>JOB TITLE:</b> Library Assistant	<b>DEPARTMENT:</b> Library
<b>POSITION REPORTS TO:</b> Librarian	
<b>MAJOR JOB RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Maintains and keeps all periodicals in order.</li><li>2. Properly maintains display of current periodicals and newspapers.</li><li>3. Prepares acquired materials i.e. to stamp, to paste book pockets, security strip, bar code label, and call number label.</li><li>4. Shelves books on a daily basis.</li><li>5. Reviews shelves for checking damage to books, and places books in their properly catalogue places.</li><li>6. Assists Librarian in creating new and missing/lost library membership cards.</li><li>7. Maintains general discipline in the library.</li><li>8. Keeps study tables &amp; chairs well organized in library.</li><li>9. Ensures cleanness of the library.</li><li>10. Undertakes any other library-related work assigned by the Librarian and the Assistant Librarian.</li></ol>	
<b><u>PERSON SPECIFICATION</u></b>	
<b>(1) Academic Qualification Required</b> Preferably a graduate degree	
<b>(2) Specific Job-related Skills Required</b> <ol style="list-style-type: none"><li>1. Communication &amp; Interpersonal Skills</li><li>2. Computer Skills</li><li>3. Ability to plan and organize</li></ol>	
<b>(3) Specific Job-related Traits &amp; Behaviors Required</b>	



## *Shaheed Zulfikar Ali Bhutto Institute of Science & Technology*

1. Attendance & Punctuality
2. Cooperativeness
3. Discipline