

EPOKA UNIVERSITY

CALL FOR APPLICATIONS

Position: **Specialist at the Library**

Available position/s: **1**

Type of Contract: **Indefinite**

Employment type: **Part-time**

Deadline: **Open until filled**

About the Position

The Library specialist is responsible for the desk reception activities of the Library Office.

Job description

Main duties and responsibilities:

- Carries out the duties and responsibilities originating from the Library Office.
- Cataloguing all materials needed for education or research according to the system that university decided.
- Controlling the Epoka ID submission of the Library users.
- Loaning of needed materials to the students, academic and administrative staff of the university. If necessary, warning the users to keep the material only for a specified period of time (according to the needs for that material).
- Accepting the submission of borrowed books from Library users.
- Accepting book donations after checking the relevance of the donation and putting it under the appropriate collection of the library.
- Controls the systematization and maintenance of the books in the shelves according to the predefined conditions.
- Provides information on/and the control of the implementation of the inner regulation of the library by its users during hours of frequentation.
- Distributes Library internal correspondence to other University units.
- Performs similar or related duties as assigned or required.

Start Date: As soon as possible

Qualification Requirements

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1. have completed undergraduate studies with a high GPA (over 8 out of 10) in one of the following departments: Political Science, International Relations, Law, Business Administration, or any other related department;
2. have completed graduate studies in one of the abovementioned areas or other areas related to them;
3. have very good knowledge of English language, both written and spoken;
4. have very good analytical skills;
5. have very good management skills;
6. have very good written and spoken communication skills;
7. have very good knowledge on basic computer programs such as MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet Explorer.

How to apply

Candidates interested in the position should send their application in **one PDF document**, including:

1. Application form (please click [here](#) to download it);
2. Cover letter (statement of motivation, summarizing your interests and contribution to the institution);
3. CV (complete list of education, positions, administrative experience (if yes), internships (if yes));
4. B.Sc. Diploma and the respective transcript;
5. English language proficiency document;
6. List of reference persons: 3 references (name, relation to candidate, e-mail, and phone number).

Note: In the cover letter candidates must emphasize how their motivation and interest relates to the Department's goals and objectives and how do they plan to contribute to long-term development of the Department.

Please, **send your complete application in one PDF document** at: recruitment@epoka.edu.al with the subject written as: *Specialist at the Library __ Name Surname* of the candidate **As soon as possible**.