UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG

DEPARTMENT: HEALTH SCIENCES LIBRARY

POSITION: Assistant Librarian: Postgraduate Support

As a research-intensive University, we are in the process of re-conceptualizing libraries to suit our needs in the 21st century. We are seeking to appoint a suitably qualified and experienced persons for the position of Assistant Librarian: Postgraduate Support to provide training to postgraduate Health Sciences students, as well as generally assisting with training of end users in the use of the Health Sciences Library’s e-resources and examining GEMP 1 and 2 undergraduate students.

Qualifications and Required Skills:

- B.Bibl degree or degree plus H.Dip.Lib or
- Any undergraduate degree in the field of Health Sciences
- Minimum 2 years in an academic or special library
- Own transport and a valid driver’s license essential to get to off-campus sites

The person in this post reports to the Deputy Health Sciences Librarian.

Responsibilities:

The successful candidate will be responsible for:

- Training postgraduate students and academic staff in evidence-based clinical literature searching, both on and off campus
- Assistance with large group training sessions
- Reference Manager training on Endnote, Zotero and/or Mendeley
- Scheduling and conducting regular CPD-accredited embedded courses on electronic resources to postgraduate medical students
- Organising on-site and off campus wireless demonstrations of the remote use of WHSL’s e-resources to end users
- Managing and controlling the circulation desk
- Ensuring sufficient relevant handouts are available
- Assisting with search strategy designs and reference queries
- Retrospective cataloguing
- Processing of books to be sent to and received from UWL cataloguing department
- Applying metadata to theses and digitised documentation
- Assisting in teaching and training of GEMP I and 2 students
- Reviewing of Libguides for changes, updates and out-dated links

AVAILABILITY: as soon as possible

Closing date: 8th August 2018

To apply:

Please register your profile at https://irec.wits.ac.za and submit your application. Please ensure that you include a covering letter clearly indicating which post you are applying for, detailed CV with names, addresses, contact numbers and e-mail addresses of 3 contactable referees