



## Positions Currently Open (as of 26 December 2010)

### **Librarian/LRC Coordinator**

- **Summary:** The Librarian/LRC Coordinator is responsible for the day to day operations of the facility, ensuring collection availability and development, supported by service provision, in meeting the information needs of staff and students of the Institute
- **Job Description:** Assists in the management, selection, acquisition and maintenance of LRC collections. •Assists students in the development of information literacy & lifelong learning skills. •Facilitate the integration of information literacy skills development within the curriculum. •Acts as an advocate for information literacy across all program areas. •Works with faculty to develop LRC materials that enhance course offerings. •Conducts training in research skills, develops information literacy skills tutorials. •Develops electronic resources for students. •Assists students and faculty in the use of automated information systems. •Provides reference and information services to library users. •Promotes reading for educational and recreational purposes. •Promotes LRC services and resources to students and faculty. •Participates in the ongoing development and maintenance of the LRC website. •An ex officio member of the English Department to insure intradepartmental development of English Language skills support. •Assists in the supervision of students as appropriate. •Maintain statistics and reports including the supplies inventory and compile supply orders. •Provide technical and trouble-shooting support for LRC users.
- **Qualifications:** Bachelors degree in Library and Information Science from a CILIP or ALA accredited institution, or equivalent. Masters preferred.
- **Experience:** At least three years experience, preferably in an educational setting. Fluency in written and spoken English, Arabic an advantage. Proficiency in MS Office and IC3 certification preferred. Experience in the use of integrated library management systems. Experience in working in the Middle East an advantage.

### **Logistics Tutor**

- **Summary:** To be responsible for the delivery of the Logistics programme.

- **Job Description:** Liaison with the Head of Logistics Programme Studies to provide up to date information on a timely basis to enable them to carry out their duties. To be responsible for implementation of the examinations and assessment of the courses assigned to them across the Academy
- **Qualification:** They must be qualified to college bachelor degree level. • They must hold a teaching certificate or relevant professional experience in a related field. • A proven track record in training and assessment techniques. • Have experience of working in or with FE and HE institutions.
- **Duties and Responsibilities:**
  - Liaison with the Head of Logistics Programme Studies to provide up to date information on a timely basis to enable them to carry out their duties.
  - To be responsible for implementation of the examinations and assessment of the courses assigned to them across the Academy.
  - Ensure that all Academy policies and procedures are implemented and clearly understood by all concerned.
  - Assist the Head of Logistics Programme Studies to facilitate the implementation of all systems to ensure that criteria required by external agencies are strictly adhered to.
  - Help develop a culture and ethos of achievement, loyalty and partnership working based on high quality provision and a high quality learning environment.
  - Any other reasonable Ad-Hoc instructions given by the Academy Senior Management.
  - Set a personal example.
- **Minimum Personal Requirements**
  - They must be qualified to college bachelor degree level.
  - They must hold a teaching certificate or relevant professional experience in a related field.
  - A proven track record in training and assessment techniques.
  - Have experience of working in or with FE (Further education) and HE (Higher Education) institutions.
- **Knowledge, Skills and Abilities:**
  - The ability to think creatively and strategically to successfully mediate and negotiate with individuals and groups internally and externally.
  - Proven negotiation and mediation skills.
  - The ability to overcome obstacles to co-operation and to foster harmonious relations.
  - Information technology skills.

- An accurate and precise approach to course execution and delivery.
- Have a solid understanding of all aspects or processes and procedure relating to examination and assessments.
- Written, verbal and interpersonal communications skills.
- The ability to balance competing priorities, complex situations and tight deadlines.
- Be able to establish objectives with initiative to specify the strategies and actions to achieve these objectives.

**If interested in any of these positions, please send CV to: [sara.montero@iat.ac.ae](mailto:sara.montero@iat.ac.ae)**