

Job Title:	Acquisitions and Resource Management Librarian
Reporting Relationship:	Chief Librarian
Location:	Global Studies University, Sharjah, UAE
Expected Starting Date:	For immediate hire
Job Status:	Full time
Application Deadline:	The position is open until filled

About Us

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute (TAI) in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. [Read more](#).

Position Summary

The Acquisitions and Resource Management Librarian coordinates the acquisition, organization, and accessibility of both physical and digital library resources. This role involves managing vendor relationships, coordinating material selection and procurement, and ensuring the integration of resources into the library's systems. The librarian also contributes to the review of licenses and contract authorizations. By maintaining accessible resources, this position supports the curricular and research needs of Global Studies University (GSU).

Qualification Requirements

- Comprehensive knowledge of library operations, including current practices, trends, and emerging technologies
- A minimum of three years of demonstrated experience in academic libraries
- Strong problem-solving, analytical, and organizational skills
- Provide troubleshooting support for technical issues related to subscriptions, licensing, or access
- Collect and analyze collection usage statistics
- Effective multitasking skills and adaptability to new systems and procedures.
- Strong verbal and written communication abilities
- The ability to initiate and complete projects in a timely and independently

Academic Qualifications

- A master's degree or post-graduate equivalent in Library and Information Science, or equivalent, that is recognized by a professional Library Association



Preferred Professional Experience

- Proficiency in using automated acquisition systems and database searching is preferred
- Knowledge of Global Studies, preferably with related subject expertise
- Familiarity with digital repositories
- Understanding of library data formats and standards (e.g. MARC, RDA, Dublin Core, KBART, AACR2, and others)
- Working knowledge of web applications used in library resource management, acquisitions modules, and ordering applications such as OASIS
- Preference may be given to candidates with OCLC WMS experience

Teaching and User Support

- Provide technology and database training to staff and Patrons
- Educational experience including teaching and creating online tutorials
- Foster collaborative relationships with faculty, students, and staff to support GSU's teaching and learning
- Assist users with reference, research, and technology questions
- Promote the use of electronic resources

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the GSU. The post holder will be expected to undertake other duties as appropriate and as requested by the Chief Librarian.

Competencies and Skills

- Excellent interpersonal and communications skills
- Strong organization and office administration skills
- Patience and the ability to work under pressure
- Multitasking and prioritization skills
- Excellent computer proficiency
- Excellent time management
- Ability to use time efficiently and meet deadlines
- English and Arabic speaking is essential

If you are interested, please submit your CV and Cover Letter via email to careers@theafricainstitute.org. Kindly include the position you are applying for in the subject line.

Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing, and transportation, children school fees allowances subject to coordination of benefits.

GSU is committed to fair employment practices and encourages women and men of all national, ethnic, and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply.

We anticipate a high number of applications and will do our best to respond to any queries. Please note that only shortlisted applicants will be contacted in the first instance.

