

Job Title:	Library Circulation Specialist
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 Library Circulation Specialist oversees circulation services, including managing patron accounts and interlibrary loans. Key duties involve developing and implementing circulation procedures, managing daily operations, and ensuring compliance with library policies.

Responsibilities include supervising service points, enforcing borrowing policies, and assisting with library opening, closing, and reshelving of materials. The working hours for this role will start in the afternoon to maintain library services after office hours. Additionally, the role involves providing public, technical, and clerical services.

Key Responsibilities

- Coordinate and oversee daily circulation operations, including check-in/check-out, holds, and reserves
- Run overdue reports and communicate with patrons regarding overdue and/or lost materials, fines, fees, and blocks
- Manage and process materials for inter-library loans
- Assist patrons with borrowing and returning items, resolving account issues, etc
- Enforce library policies and guide borrowing and access
- Provide basic information about library resources and refer patrons to a librarian for in-depth or specialized subject instruction
- Send reminder and overdue, hold and recall notices, by email and follow up as needed by telephone
- Retrieve and return books from shelves and ensure proper classification

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.



Qualification Requirements

- Experience in circulation or public services in an academic library preferred
- Strong customer service, problem-solving, and organizational skills
- Ability to work independently, adapt to changing priorities and collaborate effectively
- Familiarity with integrated library systems (ILS), Discovery, and circulation policies
- Experience in searching library catalogs and reading bibliographic records
- Excellent interpersonal, problem solving and group dynamic skills and communicating in oral and written English

Academic Qualifications

- Bachelor's degree in information and library science or equivalent in a related field

Preferred Professional Experience

- Experience with direct interaction with patrons
- Experience with OCLC WMS and Discovery
- Knowledge of the principles, methods, and principles of library assistance, public relations, and customer service
- Knowledge of standard office and library equipment and ability to troubleshoot basic computer and network issues
- Demonstrating intercultural understanding and awareness essential for working effectively in a diverse environment and serving a varied population

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.





جامعة
الدراسات
العالمية
GLOBAL STUDIES
UNIVERSITY



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.



مدرسة خالد بن محمد • هاتف +971 6 511 2444 • صندوق بريد 4490 الشارقة، الإمارات العربية المتحدة • info@theafricainstitute.org
Khalid Bin Mohammed School, Al Manakh • Tel +971 6 511 2444 • PO Box 4490 Sharjah, United Arab Emirates •
www.theafricainstitute.org