

Assistant Librarian

Responsibilities:

- Support the daily operations of TCA College Library.
- Support the development and implementation of library and information services, policies, and procedures.
- Coordinate the acquisition and development of library resources, including serials management.
- Catalog, classify and process library resources.
- Support in collection maintenance activities such as inventory, weeding, shelf-reading, and archiving.
- Provide user education and conduct library orientation.
- Any other duties as assigned by the Librarian.

Requirements:

- Diploma in Humanities or Social Sciences or equivalent
- Knowledge of electronic resources and information retrieval technologies.
- Proficient in English and Chinese, written and spoken
- Good interpersonal and communication skills.
- Experience in cataloguing and metadata is preferable.
- Working experience in a library setting is advantageous
- Qualifications in Library and Informational Science is advantageous

If you are interested in any of the positions, please complete TCC Application Form and email it to us with your detailed resume to hr@trinity.sg. Please note that only shortlisted applicants will be contacted. Thank you.