

Head, National Medical Library Section - 314190
UAE University

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Posted Jul. 9, 2024, set to expire Mar. 15, 2025

Job Title	Head, National Medical Library Section - 314190
Department	Libraries Deanship
Institution	UAE University Al-Ain, Abu Dhabi, United Arab Emirates
Date Posted	Jul. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Department Head/Head/Chair Director/Manager
Academic Field(s)	Library Sciences (all categories)
Job Website	https://jobs.uaeu.ac.ae/
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Job Description	

Job Description

United Arab Emirates University is the principal university of the UAE. It was the first federal university to be founded (in 1976) and is therefore approaching its 50th anniversary. UAEU remains the only fully comprehensive university in the UAE. It is situated in the historic city of Al Ain, which is about 100 km inland from both Abu Dhabi and Dubai cities. UAEU is in the process of transitioning into a research-intensive institution to be fit for its second half-century. It enrolls over 16,000 students, with a growing international student body. The UAEU Libraries are the gateway to finding a wide range of resources and services put together to support the learning, teaching and research needs of the University community. They offer fine quality research services and resources, designed to meet the growing

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requirements of the University's diverse academic programs.

Currently, UAEU has two libraries – namely the Main Library (Crescent Building) and the National Medical Library Section (College of Medicine and Health Sciences - CMHS) that serve UAEU students, faculty, staff and community users. Students and other users can use their iPads, laptops or library computers for study and to search the library for a wide selection of books, e-books, journals, databases, manuscripts, electronic thesis and dissertations, microforms and audio-visual collections. Libraries also provide discovery tools such as WorldShare Management Services (WMS), created to make the digital content more discoverable and easily accessible.

Responsibilities include, but are not limited to:

- Preparing the NML strategic plan and presenting it to the UAEU Libraries Director.
- Provide reference and research support to students and faculty members by actively reaching out to the CMHS community.
- Setting the necessary operational plans to ensure the progress of work in accordance with the relevant policies.
- Periodic follow-up of staff performance indicators, preparation of annual evaluation reports and achievement reports, presenting these reports to the UAEU Libraries Director.
- Supervising NML staff and following up the daily work.
- Developing training plans for staff to ensure that the best services are provided to the library users.
- Improving internal and external relationships with partners to ensure the provision of information services at the best standards.
- Participating in the discussion of the NML budget and preparing reports based on the needs of the NML according to the requirements and needs of students, researchers, and faculty members.
- Preparing the necessary plans to develop the services provided to researchers and supervising the work teams for the implementation.
- Setting the NML collection development policies, preparing statistics and usage indicators, determining the library's needs of information resources, and submitting the necessary reports to the UAEU Libraries Director.
- Coordination with the various departments of the CMHS and supervising the preparation and presentation of information literacy programs for students, researchers, and faculty members.
- Following-up maintenance work of NML facilities and holdings.
- Managing administrative affairs in accordance with the applicable policies and the preparation of the necessary periodic reports.
- Executing other tasks assigned UAEU Libraries Director.

Minimum Qualification

- MLS accredited by the American Library Association (ALA)
- Bachelor's degree in Library, or equivalent, or completion of a professional qualification in librarianship.
- 3-5 years' working experience in a Library environment, preferable in Medicine field or health sciences librarianship.
- Experience in research, reference, and technical services.

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Preferred Qualification

Recommended Training Courses • Medical information resources and scholarly communication • Information literacy teaching, reference and research support in higher education • Communication and presentation skills

Expected Skills

- Analytical and problem-solving skills.
- Well-developed staff management and leadership skills
- English and Arabic fluency required
- Drive and self-motivation
- Strong performance orientation
- Accountability.
- Effective management resources.
- Concentrate on customer services.
- Communication competency.
- Teamwork.
- Leadership skills

Special Instructions to Applicant

A cover letter. a full updated CV a list of 3-5 referees with academic affiliations (preferable) and contact information

Salary Range

Salary commensurate with experience

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

UAE University
Al-Ain, Abu Dhabi
United Arab Emirates