**岗位说明书——助理馆长/副馆长**

所属部门：图书馆 汇报机制：分管领导

**岗位职责：**

1. 协助图书馆和美术馆各项行政事务和管理事宜，包括撰写和准备行政文书、部门预算规划与执行、规章制度的制定和实施等。
2. 负责图书馆和美术馆设备的日常管理工作，包括安保、网络、温控。协助图书馆搬迁到图书馆新馆的工作。
3. 协调图书馆学科馆员和学校其他学院和部门的工作关系。
4. 跟校内和校外所有相关部门维持好合作关系，包括学校行政部门、教师团队、学生群体、市政府机构、资源和技术设备厂商、文化艺术团体、和其他大学图书馆。
5. 担任学校其他职能委员会或其他职能工作团队成员。
6. 在馆长外出期间，担任执行馆长的职务。
7. 在需要的时候能够在夜间或周末期间值班。
8. 其他上级交办的任务。

**招聘必备条件：**

1. 硕士及以上学位。
2. 其中具有八年工作经验，其中至少五年以上学术图书馆的管理经验。。
3. 具有学术图书馆馆藏、服务、和资源的预算管理经验。
4. 具备熟练的中英双语口语和书写能力，并具备跟国际化团队和多元文化背景的沟通技巧。
5. 具备良好的组织分析能力，能够有效的管理和分配工作并达成目标。
6. 具备团队建设能力，能够带领团队完成任务。
7. 具备图书馆和信息科学相关的科研经验和学术能力。
8. 能够清晰把握住学术图书馆和信息服务技术的发展前景和方向。

**招聘优先条件：**

1. 具有图书馆学和信息科学相关学科的硕士或博士学位。
2. 有过科研经验并且发表过学术报告演讲或学术国际期刊文章。
3. 有过国际高等教育机构或者中外合作办学高校图书馆的工作经验。
4. 有海外留学或者海外工作背景。

**Job Description - Associate Director/Assistant Director in Library**

Department: Library Report to: Division Leadership

**Responsibilities:**

1. Assist in various administrative affairs and management matters of the library and the art gallery, including writing and preparing administrative documents, planning and implementing departmental budgets, formulating and implementing rules and regulations, etc.;
2. Responsible for the daily management of library and art gallery equipment, including security, network, and temperature control. Assisting the library's relocation to the new library building;
3. Coordinate the working relationship between subject librarians and other faculties and departments of the University;
4. Maintain good cooperation with all relevant departments on and off campus, including university administration, faculty, student groups, municipal government agencies, resource and technical equipment manufacturers, cultural and art groups, and other university libraries;
5. Serve as a member of other functional committees or other functional work teams of the University;
6. Act as the executive curator as needed;
7. Able to work nights or weekends when required;
8. Complete other tasks assigned by leaderships.

**Required Qualification:**

1. Master’s degree or above;
2. At least 8 years of working experiences including at least 5 years academic library working experience;
3. Experience in budget management of academic library collections, services, and resources.
4. Possess proficient bilingual oral and written skills in Chinese and English, as well as communication skills with international teams and multicultural backgrounds.
5. Possess good organizational analysis skills, able to effectively manage and allocate work and achieve goals.
6. Have team building ability and be able to lead the team to complete tasks.
7. Possess research experience and academic ability related to library and information science.
8. Be able to clearly grasp the development prospect and direction of academic library and information service technology.

**Preferred Qualification:**

1. Master's or doctoral degree in a related discipline of library science and information science.
2. Have research experience and published academic report speeches or academic international journal articles.
3. Work experience in an international higher education institution or a Chinese-foreign cooperatively-run university library.
4. Have a background of studying abroad or working overseas.