

## **Technical Services/Catalog Librarian**

The American University of Sharjah seeks a proactive technical services librarian to start in the fall of 2005. The successful candidate will ensure that technical services goals and activities are focused on user needs. **Primary responsibilities include** supervision of technical services staff including interlibrary loan/document delivery, serials, processing, and shared responsibility for acquisitions; development of procedures for OPAC authority control, database maintenance, and other catalog enhancements; oversight responsibility for large shelf-ready program for monographs and media (limited amount of original cataloging required). Other duties include collection development and reference work.

### **Qualifications**

Required: ALA-accredited MLS or equivalent. Knowledge of MARC format, AACR2, LC classification, subject headings and demonstrated ability to learn and apply emerging metadata standards such as Dublin Core and EAD; working knowledge of automated bibliographic and authority control systems; strong organizational skills; demonstrated ability to work collegially and effectively with others, solve problems, meet deadlines, and thrive in an environment of constant change; ability to work with a diverse staff/student population. Excellent interpersonal communication skills are essential. **Preferred:** Recent experience with Innovative Interfaces' Millennium system and two years technical services experience. International experience is beneficial.

### **Salary and Benefits**

The salary is commensurate with qualifications and experience and includes one month's salary per year as a bonus. The UAE levies no income tax; however, as AUS is incorporated in Delaware, some US Federal taxes may apply. The employment contract provides for free furnished accommodation, health insurance, over six weeks' annual vacation, annual air tickets to place of origin for self and family, dependent education allowance, and other benefits. The contract is for a 2-year term, renewable on mutual agreement.

### **Background**

The American University of Sharjah is a U.S. accredited university located in the United Arab Emirates. Established in 1997, the university consists of four Schools and Colleges: Architecture and Design, Business and Management, Engineering, and Arts and Sciences and offers undergraduate and graduate degrees to a total of 4,100 students.

The UAE offers a high standard of living, with abundant cultural, recreational and travel opportunities. The UAE is a safe, open and friendly environment for individuals and families of all cultures.

The language of instruction and the workplace is English, and knowledge of Arabic is not required.

To meet a representative of the university at IUG, please e-mail Ron Berry [rberry@ausharjah.edu](mailto:rberry@ausharjah.edu) to arrange a meeting.

Interested applicants may fax or e-mail a cover letter, resume and the names of three professional references to:

Lorin Ritchie  
University Librarian  
[lritchie@ausharjah.edu](mailto:lritchie@ausharjah.edu)  
Fax 9716-558-5008

American University of Sharjah  
PO Box 26666  
Sharjah, United Arab Emirates

<http://www.ausharjah.edu>