



Position: Library Intern

The Library Department at Arrupe Jesuit University is looking for a competent and passionate undergraduate student who can work as a Library Intern (industrial attachment). The applicant must be studying towards a Bachelor's degree in Library and Information Science or related professional qualification.

Duties and Responsibilities

The Intern's duties and responsibilities will include:

1. Library Maintenance

Support general library maintenance tasks, such as tidying shelves, organizing reading areas, and ensuring a clean and welcoming environment for patrons. Assist with equipment maintenance, such as photocopiers and printers.

2. Collection Management:

- Assist with cataloging, organizing, and shelving library materials, ensuring they are properly labeled and easily accessible. Help maintain an accurate inventory and assist with collection maintenance tasks such as shelf-reading.

3. Technical Service

- Assist with stamping security strips on purchased or received books and recording books into the accession register.

4. Patron Assistance

- Provide assistance to library patrons, including answering inquiries, assisting with locating materials, and guiding them in using library resources and services.

5. Reference and Research Support

- Assist with reference services, helping patrons with research inquiries, locating relevant resources, and demonstrating effective search strategies. Provide basic instruction on using library databases, catalogs, and online resources.

Person specification

- Proficiency in Word, Excel, PowerPoint, and e-mail, evidence of proficiency in English (written and oral), good research and analytical skills.

- Knowledge of the fundamentals of ICT is an added advantage.
- The ability to work as part of a team, strong analytical and problem-solving skills, excellent administrative and organizational skills and detail-oriented.
- Excellent communication skills, both verbal and written communication skills which are essential for interacting with library staff and patrons.
- Passion for libraries and knowledge: Genuine enthusiasm for libraries, books, and the pursuit of knowledge is highly valued.
- Ability to effectively learn and acquire new knowledge and skills, share knowledge and work in a strong team-oriented environment, prioritise workload and keep to strict content deadlines.
- Comfortable with public speaking and engaging with customers.

To apply:

Applicants must submit an application with the following documents: application letter, an internship eligibility letter from the applicant's university/college, certified copies of academic certificates, national identity card/International passport, birth certificate and detailed curriculum vitae to:

**The Human Resources and Public Relations Officer
Arrupe Jesuit University
16 Link Road
Mt Pleasant
Harare**

OR

Email applications to hr@aju.ac.zw

The closing date for receipt of applications is **Friday, 22 September 2023**. Only shortlisted candidates will be contacted for an interview. The successful candidate will be expected to hold the position of Accounts Intern for one year.

Further inquiries or questions about this advert should be directed to Human Resources and Public Relations Officer through the email address: **hr@aju.ac.zw**.

NB AJU is an equal opportunity employer as stipulated by its non-discriminatory policy.