

## **JOB DESCRIPTION**

Position: Assistant Librarian

Location: Sonapat, NCR of Delhi.

CTC: 7 to 7.2 Lakhs per annum

## **ABOUT US**

Rishihood University (RU) has been established under The Haryana Private Universities (Amendment) Act, 2020 and is empowered to award degrees as specified in section 22 of the UGC Act, 1956.

Rishihood University is India's first and only impact university. 'Impact' is the living spirit of Rishihood. The purpose of education envisioned by the thought leaders of our civilization and that which has motivated the founders to build Rishihood University is beyond just awarding degrees and jobs. The purpose of education is to achieve the highest potential in a learner i.e., Rishihood. Rishihood University provides a unique mix of globally relevant education that is rooted in Indian ideas, quality education that is affordable, and multi-disciplinary exposure with the cutting-edge skills of a specialist. To achieve this outcome, education cannot be limited to the classrooms. RU is a fully residential campus where living and learning seamlessly integrate throughout the day. RU faculty and learners have active participation with society, industry, researchers, entrepreneurs, and policymakers. This keeps the learning at RU focused on solving the biggest challenges faced by humanity and prepares our learners for the real world. It is time India builds universities driven by a higher purpose, that have a strongly committed board to back it, and that redefine the way education is imparted both within and outside the classroom. Rishihood is a bold initiative to fulfil this idea. Hence, we are looking for like-minded founding faculty members at Rishihood University.

## **Roles and Responsibilities:**

1. Manage a team of support executives.
2. Library Processing work, Collection Development, Decision making and keeping deadlines.
3. Processing of digital Library documents.
4. Data migration from excel to Koha.
5. Manage a team of support Executives.
6. Knowledge of Library Software and applications.
7. Classification and Cataloguing Library Items in Marc 21Format
8. Library barcode and Spine Printing.
9. Shelving with Classification Number
10. Users' service support system to reduce complaints.
11. Update and manage client database.
12. Handling library software (Koha, Dspace, Moodle) and RFID.
13. System. Issue/Returned, Fine collection etc.
14. Process of digital library documents in Dspace
15. Tagging library items in the RFID application.
16. Bulk user's data upload and design user's cards
17. Willing to work night shift duty.

Those interested in this role, please fill the form: <http://shorturl.at/cqzM4>