温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——学科馆员岗位

所属部门：图书馆 汇报机制：图书馆馆长

岗位职责：

1. 提供图书馆信息素养教学和具体学科的科研咨询服务。
2. 担任指定学院的学科馆员，负责图书馆信息服务和学科数据库方面的介绍和咨询工作。
3. 对开放获取的教育资源和数据库资源进行研究、评估、和收集，并以工作坊或者网络教程视频的形式展示给教职员工和学生。
4. 为图书馆同事提供信息素养教学和学科咨询服务业务的培训。
5. 完成交办的其他任务。

必备条件：

1. 图书馆学或信息科学硕士。
2. 大学英语六级及以上，能够很好的完成英语口头和书面上的工作沟通。
3. 具备工作上的专业素质和职业素养，具备学习新技能的能力。
4. 熟练掌握 MS Office 和其他教学辅助工具、包括数据可视化工作，教学视频制作工作或者统计软件。

优先条件：

1. 拥有第二个硕士学位，具有商科、社会科学、自然科学或者建筑设计等的相关背景。
2. 有过科研经验并且撰写发表过学术文章。
3. 掌握某个学科的科研数据库的使用方法，或者熟练掌握其他学术资源的使用。
4. 海外留学或者工作背景优先。

Job Description – Subject Librarian

Department: Library   Report to: Library Director

Responsibilities:

1. Take the lead in the teaching of Library Information Literacy and consultation of research support.
2. Take the lead as the subject liaison to the assigned College or teaching departments. Organize and assign liaison tasks to Library colleagues.
3. Research, collect, and present learning materials, including open educational resources and open access database, to the faculty, staff, and students via workshops or online tutorials.
4. Provide training of Library Information Literacy teaching and research to Library colleagues.
5. Other assigned duties as needed.

Required Qualification:

1. Master degree of Library and Information Science.
2. CET6 or above, excellent communication in both oral and written English.
3. Demonstrated commitments to professionalism, work ethics, and coachability.
4. Working or practical knowledge of MS Office Suite and related teaching technologies, including but not limited to data visualization tools, tutorial recording tools, and statistical software.

Preferred Qualification:

1. A second Master degree or above, with related backgrounds of Business, Science, Social Science, and/or Architecture and Design.
2. Working knowledge and/or practical experience of conducting research and writing research articles.
3. Experience and proficiency with discipline-focus database and scholarly resources.
4. With overseas education background and abroad working experience.