Career Opportunity
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BITS Pilani, Dubai Campus

Position Title	Library Assistant
Appointment	Full-time
Reporting to	Librarian
Department	Library
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East. BPDC is approved by the University Grants Commission and Ministry of Education, Government of India and licensed and accredited by the Ministry of Higher Education and Scientific Research, Government of UAE. BITS Pilani has been granted the status of "Institute of Eminence" by Government of India. BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization. BPDC offers B.E & M.E programs in engineering and allied disciplines along with BBA (Hons) & M.B.A in management studies. BPDC also offers Ph.D. programmes in all disciplines, with nearly 2500 students from over 16 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates industry attachment for students in

	preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	• Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. • Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
Job Purpose	To provide administrative and operational support in the daily functioning of the library, ensuring smooth access to library resources and services for students, faculty, and staff. The role focuses on enhancing user experience, promoting learning, and supporting academic research through the effective organization and delivery of library services.
Key Responsibility Areas	
Resource Management	• Cataloguing, classifying, and organizing library resources using Dewey Decimal classification systems. • Maintain accurate records of library print and e-resources. • Ensure proper shelving, storage, and retrieval of library resources.
User Services	• Provide front-desk support, issue library resources, and manage user accounts. • Assist students, faculty, and staff in locating and accessing physical and digital resources. • Conduct library orientations and user education sessions to familiarize users with library tools and services.
Research Support	• Offer guidance on research methodologies, citation management, and academic writing resources. • Assist in retrieving information for academic projects, theses, and faculty research. • Promote the use of library databases, e-resources, and specialized tools.
Technology Integration	• Assist in maintaining the library's integrated library system/ library management system (ILS & LMS). • Provide IT support for users accessing digital resources and library systems. • Stay updated on emerging library technologies and recommend improvements.
Collection Development	• Support the acquisition of new resources by evaluating user needs and academic program requirements. • Collaborate with faculty to identify materials that support curriculum objectives. • Monitor and evaluate the usage of library resources to inform fu-

	ture purchases and subscriptions.
Event Coordination and Outreach	● Assist in organizing library events, workshops, and exhibitions to promote literacy and research skills. ● Create promotional materials, such as newsletters or social media content, to highlight library services and updates.
Policy and Compliance, Professional Development	● Ensure adherence to library policies, including circulation, resource usage, and conduct guidelines. ● Participate in periodic policy reviews to align library practices with institutional goals. ● Attend training sessions, workshops, and conferences to stay informed about trends in library science. ● Contribute to the continuous improvement of library services and systems.

Competencies Required	1. **Library and Information Science Skills:**
	   o Proficiency in cataloguing and classification standards
	   o Familiarity with integrated library systems (e.g., Koha, Dspace, AutoLib).
	2. **Technical Skills:**
	   o Basic understanding of digital tools, database management, and research platforms.
	   o Ability to troubleshoot minor technical issues related to library systems.
	3. **Interpersonal and Communication Skills:**
	   o Strong ability to engage with diverse users and explain complex information clearly.
	   o Friendly and approachable demeanour to foster a welcoming library environment.
	4. **Organizational Skills:**
	   o High attention to detail for managing resources and maintaining accurate records.
	5. **Problem-Solving Skills:**
	   o Ability to address user concerns and resolve issues effectively.
	6. **Adaptability and Learning:**
	   o Willingness to stay updated with new technologies and trends in library science

Educational qualification	Master's or Bachelor's degree in Library and Information Science
Experience	Master's Degree**:** Minimum of 1 year of experience in an academic or research library. Bachelor's Degree: Minimum of 2 years of experience in an academic or research library
Remuneration & benefits	Commensurate with qualifications and experience
NOTE:	The Library is open from 7.30am to 10pm, so the incumbents are expected to work staggered shifts

Interested candidates meeting the above qualifications and experience must apply online at https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai by **25/03/2026**.

Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.