

ESSEC Asia-Pacific

Job Description – Learning Centre Manager

Mission

The Learning Centre Manager manages the operational aspects of the service's activities and provides access services to support teaching, learning and research needs of ESSEC Asia-Pacific based in Singapore.

Reporting To

Academic Affairs Director

Responsibilities & Duties

Collection management

Participation in the development and implementation of the collection acquisition policy in close collaboration with The ESSEC Learning Center in France.

- Selects and buys documents (books, eBooks, ...) for pedagogical needs.
- Participates in the evaluation and selection of suppliers
- Follows the budget and indicators
- Ensures the administrative management of the loan ; coordination of reminders, follow-up of reservations and renewals

Reference, Promoting and communication

- Promote usage of Library resources and services.
- Provide in-person and online reference services at a service-oriented and all-purpose reference desk
- Provide training to users and assist them in their documentary research.
- Propose and write communication content on all media.
- Regularly assess effectiveness of library services through in-person and online surveys and questionnaires, or other methods.
- Design new documentary products (tutorials, product sheets...) for users
- Animate and develop social networks
- Create visual content for all devices

Cases and other pedagogical materials

Provide pedagogical contents for courses (purchase case studies, simulation games....)

Follow up on indicators and budget

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Job requirements

- A minimum of 3 years of relevant professional experience in the Library and Learning resources area.
- Sound knowledge of library's software and databases
- Ability to provide instruction to promote information literacy.
- Strong organizational skills, as well as ability to successfully balance priorities and multitask.
- Excellent communication skills and demonstrated professionalism, in-person, over the phone, and online.
- Ability to use collaborative digital tools

Application Process

Interested applicants are required to submit a cover letter with updated resume to Human Capital at email toh@essec.edu

We regret that only shortlisted candidates will be contacted.