



ROBERT COLLEGE

ISTANBUL, TURKEY

ROBERT COLLEGE is seeking a full-time LIBRARIAN

Candidates must meet the following criteria:

- A university degree, preferably in Library and Information Science or a related field.
- A minimum of 3 years of work experience.
- Be proficient in both Turkish and English. English is our primary language in the workplace.
- An ability to work collaboratively as part of a team, as well as independently.
- Strong communication, organizational and time management skills.
- Willingness and ability to work with curious and highly motivated young adults.
- A positive attitude and enthusiasm for working.
- Be a reader and understand the research process.
- A high level of IT skills and an interest in technological trends.
- A good understanding of Follett Library software is desired, as well as Google school products and applications.
- Working hours: The library is open Monday - Thursday 7:20-21:00. Friday 7:20-17:00 and Saturday 9:30_17:00. This position requires schedule flexibility. The regular work hours will be Tuesday thru Saturday with one evening shift perweek. Ability to start at 7:20 will be required on some days.

The position mainly involves;

- Creating and maintaining a welcoming, supportive learning environment and collection that fosters literacy, a love for reading, and research. The library spans two floors, so a good level of physical fitness is essential.
- Delivering a range of of library services to the Robert College community.
- Specific duties will be assigned depending on the candidate's experience, expertise and interests.

Start Date: February 2, 2024

Interested applicants who meet the qualifications may complete the online **application form** and send it to rchr@robcol.k12.tr by **December 31, 2024** including the contact details for at least three professional references.

****Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***