



## UNIVERSITY OF NEW YORK, TIRANA

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### VACANCIES 2018-2019 UNIVERSITY OF NEW YORK IN TIRANA

**LOCATION:** Albania.

**INSTITUTIONAL TYPE:** University.

**VACANCY TYPE:** Librarian

**SALARY:** Commensurate with rank.

**DISCIPLINE:** Library

**Responsibilities:** Administer library and perform related library services such as selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials; inventory and furnishing reference, bibliographical, and other services in support to the students and academic staff at UNYT.

**Key Qualifications:** Relevant diploma and training in the related fields. Up to date with industry leading software and technologies, customer service, organizational and interpersonal skills. Previous experience is a requisite.

**Deadline for Applications:** February 15<sup>th</sup> 2019

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University of New York in Tirana (UNYT), Albania (South-Eastern Europe) [<http://www.unyt.edu.al>], Administration is accepting applications to fill one vacancy as **Librarian**. Applicants need to demonstrate expertise in the field of library administration and related services, preferably in the education sector in Albania. Cultural adaptability, the ability to collaborate well in a multi-ethnic environment and native-speaker level fluency in English are valued qualities.

UNYT is an accredited multi-ethnic, private university in Tirana, Albania established in 2002, which strives to provide intelligence, knowledge, skills and technology-intensive Higher Education that shifts efforts, intellectual assets and resources from a local to a global setting through engaged and active learning in small classes. Instruction at UNYT is in English. UNYT is an equal opportunity employer.

**Application:** Qualified candidates are kindly requested to send initially **by e-mail** at [hr@unyt.edu.al](mailto:hr@unyt.edu.al) quoting code "Library 2019, in the Subject field of the e-mail":

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least three professional references.

#### **IMPORTANT NOTES:**

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ONLY** short-listed candidates will be contacted.