



UNIVERSITY OF NEW YORK, TIRANA

VACANCIES 2018-2019 UNIVERSITY OF NEW YORK IN TIRANA

LOCATION: Albania.

INSTITUTIONAL TYPE: University.

VACANCY TYPE: Librarian/ Archivist

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: May20th 2019

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/ Archivist**. 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 quoting code "Library/ Archivist 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.