

## **POSITION DESCRIPTION**

### **THE MARKETING AND COMMUNICATIONS LIBRARIAN**

Department: LIBRARY

1.	Qualification	Bachelor's degree in Library and Information Science
2.	Job overview	The Marketing and Communications Librarian provides support to the library activities in marketing and communications. The position is expected to use web, social media, printed and electronic platforms to plan and implement library's communication and outreach activities
3.	Key responsibilities	<ul style="list-style-type: none"><li>- Create marketing and promotional materials</li><li>- Develop and sustain library activities on social media</li><li>- Establish and maintain positive relationships with the Library stakeholders</li><li>- Implement communication strategies to promote library services and resources using appropriate platforms.</li></ul>
4.	Required knowledge, skills, and abilities	<ul style="list-style-type: none"><li>- Experience in an academic library</li><li>- TOEIC Score 550 or CEFR Level B1</li></ul>

**Head of Department  
Hoang Tuyet Anh, MLIS**