



## **CAREER OPENINGS**

### **LIBRARY INTERN**

The Indus Valley School of Art and Architecture is a premier, degree-awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates for a paid internship opportunity in the library.

#### **Core Responsibilities:**

- Assist in the cataloging, classification.
- Maintain the library environment: Keep shelves organized and materials in their proper places.
- Managing circulation and record-keeping.
- Help users in locating and using library resources.
- Assist in inventory management and weeding of outdated materials.
- Data modification in KOHA.
- Help users with computers, printers, and basic internet research when needed.
- Organize and maintain library administrative records (filing of visitor record and new magazines etc.
- Shelf-reading to ensure materials are in the correct order.
- Assisting with processing new materials (e.g., labeling, covering).

#### **Qualifications:**

Fresh graduate or final year student of the *Bachelor of Library and Information Science (BLIS)* program from an HEC recognized institution.

#### **Required Skills:**

- Good Communication skills
- Ability to work independently and as part of a team.
- Basic knowledge of library organization, cataloging, and classification systems.
- Effective communication and interpersonal skills.

**Timings:** 9:00 – 5:00 p.m.

**Working days:** Monday to Friday

Applications can be submitted electronically at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by **Wednesday, 21<sup>st</sup> May 2025** mentioned in the subject line. Only shortlisted candidates will be invited for interviews.