Job Description

Position: Librarian (Volunteer – travel, housing and living stipend provided)
Location: HELP Center, Port-au-Prince, Haiti
Department: Student Affairs
Supervisor: Deputy Country Director
Duration: Eight weeks during the summer of 2016

Overview of the Position: HELP is seeking a French or Haitian-Creole speaking Library Science student or graduate who would supervise the overall classification of the HELP library. The focus is on migrating the entire library (approximately 3000 books) from an Excel spreadsheet to a Koha Integrated Library System (ILS). The HELP Library is a major service provided to students that allows them to have the necessary materials they need for their university classes and related research. By establishing a professional ILS (Koha), HELP staff and students will be able to more efficiently use the library resources.

Summary of Responsibilities: Below are the major responsibilities and tasks, in order of priority, related to this position. Please note that this summary is not exhaustive.

A- Establish a systematic process for cataloguing all the books in the HELP library and those used by the HELP Academic Department into Koha
B- Train and supervise HELP student interns focusing on ILS data entry.
C- Provide general library management training to select HELP staff and students.
D- Provide recommendations to HELP for other library resources that would be useful for our students and staff and ideas on how those might be integrated into HELPs existing systems.

Minimum Qualifications:
- Education: Current MLS/MLIS/MSIS student or graduate.
- Work experience: Experience with data entry for Cataloging with an Integrated Library Systems (Koha experience preferred). You should be familiar with copy of records from other systems as well as creating new ones where no other accessible system has the book. Note: this library will be organized using Dewey Decimal.
- Essential skills: Ability to teach and supervise others. Strong organizational and interpersonal skills. Ability to stay focused on task with many interesting distractions in close proximity.
- Language(s): English and either French or Haitian Creole are required;

Duration:
The maximum length of this assignment is 2 months (preferably June and July 2016), however for the right candidate it is possible this could be a shorter commitment. The intern can end at either the end of two month or after the key goals have been met and the staff feels able to take over.

Benefits:
HELP will provide airfare to and from Haiti, housing near its office in Pacot, Port-au-Prince, and a $600/mo stipend to help cover other expenses.