

**Human Resources Department
Job Vacancy Announcement**

Job Title: Learning Resources Center Coordinator (Librarian)
Reports to: Curriculum Director
Job Status: Full Time Job

Job Purpose

The LRCC is responsible for the organization, management and development of the learning/educational resources and information retrieval that support the school curriculum. The LRCC is also in charge of updating the materials in response to the continuous needs of students and staff. In addition, the LRCC promotes for literacy development in structured and non-structured contexts, the enjoyment of reading & writing in all their forms, and the implementation of the academic integrity policy.

Qualifications

- **Degree:** BA/BS, MS/MA Degrees
- **Major:** Information Library Sciences or relevant Bachelor's or Master's degree
- **Years of experience:** From 2 to 5 Years
- **Languages:** English- Arabic

Preferred Qualification:

- Professional skills and experience appropriate to the post, preferably working as a school librarian.
- Research, management, interpersonal and positive communications skills appropriate to the post.

Requirements

- CV
- Copy of the earned Degree
- Three reference letters

Job Info

- **Working place:** Al-Hayat International School (HIS)-Aramoun - Lebanon
- **Working days:** Weekdays (from Monday to Friday)
- **Working hours:** From 7:20 AM to 3:30 PM
- **Other benefits:** Transportation Allowance and Social Security