

<b>Job Title:</b>	Resource Center in Charge	<b>Job Category:</b>	Administration
<b>Location:</b>	AF of Hyderabad	<b>Position Type:</b>	FULL TIME (44h/week)
<b>HR Contact:</b>	director@afhyderabad.org	<b>Bonus</b>	Free classes, free cultural events, access to the library, regular trainings
<b>Direct supervisor</b>	Director	<b>Functional Supervisor</b>	None
<b>Job Code/ Req#:</b>	RCFF22 - HYDERABAD	<b>Starting Day:</b>	Immediate

#### Job Description

##### Organizational position:

The Resource Center in Charge is placed under the direct authority of the Director with whom she/he works to ensure the smooth running of the Resource Center. She/he reports to the Director on her/his work and has the obligation to involve her/him in all important decisions and processes regarding the overall functioning of the organization. She/he has to prepare documents for the meetings of the Executive Committee and the AGM.

##### Job Purpose:

To ensure the proper functioning of the Resource Center, facilitate access to the Resource Centre of the members of Library, of students of AFH, and the prospective members to the various resources both on site and online. She/he also participates actively in the various administrative, pedagogical and cultural activities of the AFH.

#### 1. Day to Day working of the Resource Center:

- 1.1. Ensures that the Resource Center is well maintained (cleanliness, proper ordering and labeling of the resources),
- 1.2. Maintains a welcoming outlook and attitude for the users,
- 1.3. Promotes and encourages new members to enroll, keep a record of the prospects,
- 1.4. Maintains proper data base of memberships and resources, using HANAF and PMB, and ensures the updating of memberships,
- 1.5. Ensures timely recording of new resources,
- 1.6. Ensures the correct functioning of the loaning system,
- 1.7. Maintains detailed records of requests,
- 1.8. Takes an active part in the Resource Center network of Alliance françaises in India

#### 2. Administrative responsibilities:

- 2.1. Takes an active part in the dissemination of official information about AFH regular activities, as well as events, at any time during the office hours,
- 2.2. Assists the pedagogical and cultural sections whenever needed, including for FD operations,
- 2.3. Sends a monthly and a yearly report to the Director on members (including Culturetheque), resources, loans, and activities.

#### 3. Pedagogical and Cultural:

- 3.1. Proposes to all the new AFH classes a presentation of the resource center, and Culturetheque,
- 3.2. Coordinates access to Culturetheque and of Resource Center activities with partner schools,

3.3. Organises and Co-Organises cultural and pedagogical events/workshops on a regular basis with the team of AFH,

3.4. Organises and Co-Organises cultural and pedagogical events/workshops with the network of AFI,

3.5. Organises and Co-Organises cultural and pedagogical events/workshops regarding school visits

3.6. Proactively networks with school/college/university teachers and librarians to arrange visits of their students to AFH.

#### **4. Reports**

4.1. Prepares a monthly report on activities (see above),

4.2. Prepares yearly reports for every calendar year and for General Assembly Meetings, as well as on demand when asked for specific purposes,

#### **Qualifications and Education Requirements:**

- Bachelor's degree mandatory, Master's degree in Library Management desirable.
- Advanced knowledge of English and Telugu,
- Strong organization skills with a problem-solving attitude,
- Time management skills,
- Ability to manage complexities and to multi-task,
- Excellent team player,
- Reactivity,
- Attention to detail,
- Computer skills including the ability to operate computerized referencing at a highly proficient level,
- Good knowledge of the functioning of the AF's network desirable