



Frederick University is seeking to recruit a full-time Officer to support the effective operation of the University's Library and Archive Department.

Short Description:

The role involves delivering user-focused library and archive services, managing physical and digital collections, maintaining records and systems, and supporting students, staff, and faculty. It also includes responsibility for ensuring preservation and cataloguing standards, while contributing to the smooth operation of the department.

Key Responsibilities include:

- Provide front-line assistance to users and conduct orientation/training on library and archive use
- Supervise the Circulation and User Services Desk and reading rooms
- Ensure a functional and orderly library environment and assist users with digital services
- Handle correspondence, filing, and ensure preservation of archival documents
- Support institutional repository management and user support
- Catalogue new materials and monitor the condition of collections
- Supervise student workers and volunteers
- Coordinate daily library operations and enforce policies
- Support library system operations, maintain databases, and troubleshoot technical issues
- Assist with planning library events and participate in university-wide activities

Requirements:

- University degree or equivalent qualification in Archives-Library Science
- Very good knowledge of Greek and English
- Proficiency in MS Office (Word, Excel, PowerPoint, email)
- Excellent organizational and communication skills
- Integrity, confidentiality, and ability to work under pressure and meet deadlines.

Advantages:

- At least 2 years of experience in a University library
- Familiarity with cataloguing standards, library systems (Koha), digital repositories and procedures

Interested applicants should send their CV to vacancies@frederick.ac.cy no later than the 16 of August 2025. The subject of the email should be "**Library & Archive Officer**". All resumes will be handled confidentially. Candidates who meet the qualifications will be invited to interviews.