



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

- 1. Nine (9) Administrative Aide VI (Under Job Order Status; To be assigned at Main I, Main II, Lipa, Lemery, Balayan, Lobo, Rosario, San Juan)**
Education: Bachelor's Degree / 2 year course or preferably IT related course
Expertise: Excellent Communication Skills. IT Skills. Knowledgeable in Library Services and Operations. Knowledgeable in digital content creation tools. Knowledgeable in different social media platforms (digital services)
Experience: Preferably with at least 2 years relevant experience in Library Services especially in Online Public Access Catalog (OPAC) / digitization of library collection
Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Scan/digitize library resources such as books and these / dissertations.
- In-charge in the inventory / weeding of collection
- Assist in the preparation of accreditation documents (AACUP, ISO, ISA, CHED-RQUAT, CHED-COPC)
- Prepare digital content for posting (FB Page and Website)
- Uploading of digital contents / scanned materials on the library system.
- Data entry of bibliographic description of books and theses / dissertations.
- Provide services both face to face and digital library services (answer reference queries through chat, email, phone, attend to request of priority scanning of books / thesis), etc.
- Prepare and update the list of professional / major / general education books for the different programs.
- Prepares and updates the list of theses / dissertations for the different programs
- Assist library patrons to search for information using OPAC
- Monitor the Automated Attendance (Library users' Log in/out)
- Prepares statistical report on the use of library and library resources
- Perform other tasks as assigned by the supervisor

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at batstateurecruitment@gmail.com. Submission of application is on **November 24, 2020 to December 3, 2020**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.