

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER LSALLE03

INFORMATION OF THE HOST UNIVERSITY

Name of institution	La Salle University.
Address	Benjamin Franklin 45, Condesa, Cuauhtemoc, ZipCode 06140 Mexico City, Mexico.
Telephone	(+) 52 55 5278 9500.
Web	www.lasalle.mx .
Short description	For over 60 years, Universidad La Salle has created a reputation as a visionary, humanistic and socially responsible institution of higher education. La Salle is a member of La Salle Universities, one of the largest international organizations dedicated to accessible, quality education, research and social transformation. There are over 1600 Lasallian educational centers in 22 countries, and more than 76 Lasallian colleges and universities on five continents, 15 of which form La Salle University Network in Mexico.

INFORMATION OF THE PLACEMENT OFFER

Department	Library Coordination.
Description of activities	<ul style="list-style-type: none"> To contribute to academic course development and liaise with academic departments. Assist researchers with literature searches using databases, printed resources and the internet. Establish and maintain effective working relationships with academic staff and students, as well as external bodies such as suppliers.
Working languages	Mostly Spanish and English.
Working place	Human Resources Direction, Benjamin Franklin 45, Condesa, Cuauhtemoc, ZipCode 06140 Mexico City, Mexico.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	5 hours.
Accommodation	Accommodation for nine (9) calendar days in a loft nearby the Campus.
Supplementary contribution	Two meals per day.
No. of placements	1.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Degree.
Required experience	<ul style="list-style-type: none"> Develop systems to access library collections.

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	<ul style="list-style-type: none"> • Catalog and maintain the library materials. • Prepare library budgets. • Recommends and implements library policy. • Conducts library inventories. • Reviewing books and journal databases. • Supervise library assistants and other staff. • Managing library staff. • Answer any questions from patrons. • Academic Integrity. • Institutional repository.
<p>Required skills</p>	<ul style="list-style-type: none"> • Communication skills. • Analytical skills. • Communication. • Customer service. • Organisation. • Computer skills. • Research skills. • Cataloguing. • Documentation Science.