

World Maritime University

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WMU in the News

8-30-1987

World Maritime University requires the following two full time positions : Library assistant and assistant (students affairs)

World Maritime University

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WORLD MARITIME UNIVERSITY

The World Maritime University (WMU) located in Malmö, is linked to the International Maritime Organization (IMO), a specialized agency of the United Nations system. The University gives postgraduate training in a number of maritime subjects, mainly for students from developing countries. The University has a total student body of 200, with 100 students admitted each year for two-year courses leading to a Master of Science Degree.

The WMU requires the following two full time positions:

LIBRARY ASSISTANT

Under the supervision of the Librarian the assistant is responsible for the loan desk supervision, reshelving of library materials, sending out of overdue notices, supervision of library collection (5,000 volumes and 250 periodical subscriptions), reference assistance to students and staff, receipt of mail, verification of bibliographic information, completion of order forms, processing of materials, filing of catalog cards, searching and updating in the OCLC data-base. Suitable experience in library work essential, degree from Bibliotekshögskola desirable. Fluency in English required as well as word processing experience. Knowledge of Swedish is an advantage. This is a fixed term contract of not more than two years. The contract is renewable.

ASSISTANT (Student Affairs)

For the service to and administration of our 200 students, (from 74 countries) the WMU requires a person who combines secretarial training and experience, such as word processing/dataprocessing, with knowledge and experience of the structure of Swedish authorities and the Swedish social system. Fluency in English and Swedish is a requirement. French and/or Spanish an advantage. The successful candidate will be given a fixed term contract of not less than six months due to maternity leave. The contract is renewable.

Further information

will be given by Richard Poisson (for the Library) and Mats Johansson (for the Student Affairs).
Telephone no 040-700 50

Applications should be received by

WMU, P.O. Box 500, 201 24 MALMÖ
14 September 1987 at the latest.