

**THE AGA KHAN UNIVERSITY  
OFFICE OF STUDENT EXPERIENCE  
STUDENT AFFAIRS AND SERVICES  
Work and Study Programme**

**Opportunity Available: IED Library**

**Campus, Country: IED Karimabad, Karachi, Pakistan**

<b>Requesting Department &amp; Reporting Relationship</b>	<b>Position Title Skills Required Position available</b>	<b>Position Description</b>	<b>Positions available</b>	<b>Deadline to Apply</b>	<b>Honorarium</b>
<b>IED library</b> Furrukh Inayat, Nida Farooq	<b>Collection Management Assistant</b> <ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Basic knowledge of MS word and excel.</li> <li>• Ability to understand and follow written &amp; oral instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Collection Development library staff in preparing off the shelve library materials lists.</li> <li>• Pickup library materials from shelves and list the material in MS work or excel.</li> <li>• Can work in a shift duty morning / evening – 2 hours per day – Monday to Friday.</li> </ul>	3 students per month	Tuesday, June 8, 2021	PKR 450/- per hour  20 hours minimum in a month depend on the nature of the job.

**Important: Students will receive an honorarium when the task has been completed. The honorarium will be will be given in cash.**

**Eligibility criteria: All students at IED**

**Complete and submit the application form – [please see attached](#).**

**Send the filled application form to [student.experience@aku.edu](mailto:student.experience@aku.edu) by June 8, 2021**

**Only short-listed candidates will be contacted. An informal interview may follow.**