

## JOB DESCRIPTION

Designation	Space Planning and Design Assistant (TP Career Kickstarter)
School/Department	Library
Number of Position	1
Duration	9 months

### Key Responsibilities

- Collaborate with library staff to assess existing spaces and identify areas for improvement.
- Gather spatial and functional requirements from library staff and other stakeholders and translate them into visually aligned design solutions.
- Assist in developing floor layouts that optimize space usage, improve flow, and enhance user experience.
- Design and propose new layouts, furniture arrangements, and decorative elements that align with the library's vision.
- Prepare visual mockups or 3D renderings of proposed layouts to help visualize changes.
- Assist in the documentation of the design process, including sketches, plans, and reports.
- Assist in any other library duties associated with space management and user services.

### Prerequisites

- Qualification in interior design, architecture or related field.
- Knowledge of space standards, building codes, and ergonomic principles.
- Familiarity with technical drawing & documentation, design software and sustainable design is preferred.
- Strong written and verbal communication skills.
- Effective presentation skills
- Good interpersonal skills with the ability to collaborate across teams.
- Analytical thinking with attention to detail.
- Able to manage multiple priorities and meet deadlines.
- Positive attitude and willingness to learn.
- Able to work independently with minimal supervision when required.