Applications are invited from suitably qualified candidates for the following position

Library Assistant II
Library
Permanent (Full Time)

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

DCU Library is based on three campus locations (O'Reilly Glasnevin, Cregan St Patrick's, Woodlock Hall, All Hallows College). The Library employs approx. 75 members of staff, representing approx. 63

FTE. The Library manages over 500,000 printed books with other significant collections held in offsite storage. There is a strong emphasis on electronic access and DCU is a member of IReL, a nationally funded programme to acquire electronic content on a consortium basis. The Library also provides access to theses and dissertations, newspapers, web resources and other content types.

The Library has progressed a number of strategic partnerships. These include an alliance with the Jesuit order which saw the transfer of the Library from the Milltown Institute into its care. Other partnerships include those with Poetry Ireland and Children's Books Ireland.

Role Profile

The post holder will be responsible for providing comprehensive support to the Collections Services of the Library across the full range of print and electronic collections activities. The role will have significant supervisory responsibilities.

The post holder will be expected to work across multiple sites.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

This vacancy is open to existing Library staff who meet the following criteria:

- Leaving Certificate, or equivalent, with Grade D in at least 5 subjects
- Minimum of three years' experience in the Library at Library Assistant I grade

Please note that staff must have successfully completed their probationary period.

In addition, the successful candidate will:

- be highly motivated and flexible
- have a high level of familiarity and experience with Collections activities
- have excellent administrative, IT and organizational skills
- have the ability to develop and maintain good working relationships with colleagues both within the department and across the University
- demonstrate a strong customer service orientation and possess excellent communication and interpersonal skills

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

€35,124 - €47,031.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Friday 4th March 2022

For more information on DCU and benefits, please visit Why work at DCU?

Informal Enquiries in relation to this role should be directed to:
Ms Amanda Halpin, Electronic Resources & Serials Manager, Collections & Systems, Dublin City University.
Phone + 353 (0)1 700 5185 Email: amanda.halpin@dcu.ie
Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Application forms are available from the DCU Current Vacancies website at
https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants (external applicants)

Applications should be submitted by e-mail with your completed application form to
hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC211106 Library Assistant II