



**DUBLIN CITY UNIVERSITY**  
**LIBRARY ASSISTANT I**

**Background**

Dublin City University (DCU), St Patrick's College Drumcondra (SPD), Church of Ireland College of Education (CICE) and Mater Dei Institute of Education (MDI) are actively engaged in a formal process leading to the full incorporation of SPD, CICE and MDI within DCU by September 2016. The '**DCU Incorporation Programme**' is bringing a significant degree of change for all four institutions.

The DCU Incorporation will be transformative for all the libraries of DCU, SPD, MDI and CICE. After incorporation, there will be one library service, DCU Library Services, that will operate from two state-of-the-art library buildings located on two campuses: the DCU Glasnevin Campus and the DCU St. Patrick's Campus. DCU Library Services will provide printed, digital and historic materials supporting teaching, research and public engagement. This development will offer exciting opportunities for all staff in both locations to deliver high-quality services and transformative projects locally, nationally and internationally.

**The Position:**

DCU invites applications for the permanent, full-time position of Library Assistant I (Information and Research Support). The post will initially be seconded to, and will be primarily located in, the new library based on the St. Patrick's Campus (which is housed in a custom built state-of-the-art facility over four floors) but may be located in another area as appropriate and/ or necessary.

Candidates should have a minimum of 5 Grade Ds at Leaving Certificate or equivalent and previous experience in an academic library.

He/she will be flexible, have excellent planning and organisational skills, the ability to work effectively on their own initiative and as part of a wider team, excellent interpersonal and communication skills, and strong IT skills, including social media. Further details relating to the position and applications forms are available at [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml).

**Salary Scale:** € 22,924.00 to € 34,717.00\*

\* Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Library Assistant I salary scale, in line with current Government pay policy

*The successful candidate must successfully pass the Garda vetting process in order to be appointed to the position.*

**Closing Date: Thursday 10<sup>th</sup> September 2015**

**Application procedure:**

Application forms are available from the DCU Current Vacancies (open Competitions) website at [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149.

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref 158 Library Assistant I (Information and Research Support)**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

***Dublin City University is an equal opportunities employer***