



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 is seeking to appoint a Library Assistant I (Information and Research Support) on a permanent, full-time basis. 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. The successful candidate will report to the Director of Library Services, DCU, or his/her nominee (pending full incorporation, the nominee will be the Head Librarian in St. Patrick's Campus) and will work within the Information and Research Support department and will be part of a busy team.

Key Duties and Responsibilities:

The responsibilities of this post may change as services and strategic priorities develop. Duties and responsibilities include, but are not limited to, the following:

- Liaise proactively with staff and research students
- Ensure that the library meets user information needs
- Market the service effectively including the use of Social Media
- Provide library training – group and one-to-one consultations
- Assist the users in locating appropriate resources
- Organise and lead inductions
- Design posters, displays and exhibitions
- Produce Library Guides and information leaflets
- Provide a Distance Service to online learners
- Work on the Information Drop in Service desk
- Keep up to date with emerging library technologies in the field.
- Work on the Issue Desk and in other areas of the library as requested

- Evening and Saturday work
- Variation of these and any other duties that may be assigned by the Director of Library Services or his/her nominee

Experience and Qualifications:

This position is open to candidates who meet the following criteria:

- A minimum of 5 Grade Ds at Leaving Certificate or equivalent
- A third level qualification would be an advantage
- Previous experience in an Academic Library
- Excellent communication skills, both verbal and written
- Highly-developed interpersonal skills
- Advanced Information Technology skills including Social Media
- Excellent planning and organisational skills
- The ability to work on one's initiative and as part of a team
- Flexibility is essential

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 10th September 2015

Application procedure:

Application forms are available from the DCU Current Vacancies (open Competitions) website at 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 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