



Dublin City University Library

DCU Library would like to invite applications for the following three year full-time post:

Assistant Librarian I (Public Services & Outreach)

The post holder will join the Public Services and Outreach Directorate. The post holder will have responsibility for the provision of the overall day-to-day management of all front-line library services with specific responsibility for the review, development and implementation of service policies and service delivery models. In addition, s/he may be required to work some evenings/Saturdays on the Library's Information Desk and actively participate in library wide projects and related service development initiatives.

Qualifications, Experience, Skills

- Applicants must have a degree and a postgraduate qualification in Library and Information Studies
- Relevant experience in a university or higher education environment is essential
- A deep understanding of customer service in a library context
- Excellent communication skills, both written and verbal
- Excellent interpersonal skills and demonstrable leadership qualities
- Excellent administrative and organisational skills
- Well-developed team and relationship-building skills
- Demonstrated ability to perform to a high standard in a busy environment, including the ability to monitor and adjust priorities
- Experience of managing teams would be an advantage

Salary scale: €37,022 - €51,356

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

Closing date for applications: 7th March 2017

Application procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/hr/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 # 494 Assistant Librarian – Public Services & Outreach

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500, or by post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer