Applications are invited from suitably qualified candidates for the following position:

Archivist (Assistant Librarian 1)
Library
Permanent

Role Profile

The successful candidate will join the Directorate of Special Collections & Archives (SC&A). They will have responsibility for listing, arranging, cataloguing and promoting archival collections of papers, correspondence and photographs of private individuals and corporate bodies; for producing finding aids; for managing and implementing digitisation processes; for advising on standards and practices for the conservation and preservation of print and multi-media resources; for promoting the use of such resources including the organisation of exhibitions and events; and for advocacy of collections generally.

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

Minimum requirements:

- Have a primary degree, and a university postgraduate qualification in archival studies from a course accredited by a professional body in archives;
- Have at least 4 years relevant experience in an archive or library environment;
- Have relevant knowledge or experience of the digital aspects of archive management;
- Be highly motivated, flexible and have the ability to work to deadlines and prioritise workloads;
- Demonstrate excellent communication, written and presentation skills;
- Demonstrate a high level of competency in IT;
- Be proficient in the use of archival description standards such as ISAD(G), and archival management systems such as Adlib.

Qualities:

- Be well organised and able to co-ordinate and progress tasks on their own initiative;
- Be able to work to tight deadlines and prioritise tasks;
- Have well-developed team and relationship-building skills.
Mandatory Training
The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary scale: €39,465 - €54,344 (Assistant Librarian 1)

*Appointment will be commensurate with qualifications and experience.

Closing date: 5th November 2019

Application Procedure:
Application forms are available from the DCU Current Vacancies (open Competitions) website at https://www4.dcu.ie/hr/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email:
Subject line: Job Ref BC1025 – Archivist Library – DCU

Applications should be submitted by email to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, Dublin 9, D09W6Y4.

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.