



Dublin City University, Library

Assistant Librarian I (Subject Librarian, Business)

Permanent

Job Title:	Assistant Librarian, (Subject Librarian, Business)
Department:	Library
Grade:	Assistant Librarian I
Reports to:	Associate Director, Research and Teaching

Job Description

The principal duties and responsibilities of the position include but are not limited to the following. Please note these duties and responsibilities are subject to change as priorities shift and services evolve to meet the changing needs of the University community.

1. Communication, Liaison and Promotion

- To liaise proactively with key stakeholders (e.g. School Library Liaison Officer) and ensure the Library is kept abreast of teaching, learning and research developments within DCUBS
- To represent the Library, and contribute to relevant committees as appropriate
- To advise and inform academic colleagues of library developments and strategy
- To promote and publicise Library services and resources available to staff and students within the school(s)

2. Collection Development and Management

- To develop the Library's collections in assigned areas in collaboration with academic staff to ensure collections are current and adequately reflect the teaching, learning and research needs of assigned faculty
- To take responsibility for assigned budgets and engage proactively with colleagues in the library and faculty to ensure funds are efficiently and effectively managed
- To participate in, and contribute to ongoing collection development and review initiatives and projects

3. Teaching and Learning

- To plan, develop, deliver and evaluate information literacy interventions and programmes for students and staff
- To contribute to the ongoing review and development of digital learning resources to support student learning and information skills development
- To participate as appropriate in programme/module reviews and accreditation processes and provide advice on Library matters relating to the information resources, services and information literacy

4. Research Support

- To provide a one-to-one consultation service to research staff and students in assigned schools
- To deliver classes and workshops as required and contribute to the Library's programme of workshops specifically designed for graduate students

- To work closely with team colleagues and the Research Communications Librarian to promote open access initiatives including DCU's Institutional Repository DORAS, as well as advice and support in relation to effective data management planning
- To provide bibliometrics support to individual researchers and faculty in collaboration with team colleagues

5. Other

- To provide subject related reference services to staff and students including consultancy on information concerns and issues
- To develop, evaluate and maintain assigned discipline specific web pages which facilitate access to information resources and services aimed at staff and students
- To assist with the provision of a high quality reference service by participating in information desk evening and weekend rotas as and when required
- To engage in appropriate continual professional development
- To contribute to the overall development of Library services
- To vary these duties, and perform other duties as required by the University Librarian

Experience and Skills Required

- Applicants must have a degree and a postgraduate qualification in Library and Information Studies
- Relevant experience in a university environment is essential
- Previous experience in a similar role is highly desirable
- The ability to work effectively in a team based environment
- Experience delivering information literacy classes is essential
- The successful candidate must:
 - 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, including e-learning technologies
 - Demonstrate a strong aptitude for teaching
 - Be well organised and able to co-ordinate and progress tasks on their own initiative
 - Possess well-developed team and relationship-building skills

Salary Scale: €38,022-€52,356

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: 05th September 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 7005149.

Please clearly state the role you are applying for in your application and email subject line:
Ref #638-Assistant Librarian-Business

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.

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