



Applications are invited from suitably qualified candidates for the following position

**Senior Library Assistant (Outreach & Engagement)  
Dublin City University Library  
Full-Time, Permanent**

**Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**DCU Library**

DCU Library is based on three campus locations (O'Reilly Glasnevin, Cregan St Patrick's, Woodlock Hall, All Hallows College). The Library employs approx. 75 members of staff, representing approx. 63 FTE. The Library manages over 500,000 printed books with other significant collections held in offsite storage. There is a strong emphasis on electronic access and DCU is a member of IReL, a nationally funded programme to acquire electronic content on a consortium basis. The Library also provides

access to theses and dissertations, newspapers, web resources and other content types. The Library has progressed a number of strategic partnerships. These include an alliance with the Jesuit order which saw the transfer of the Library from the Milltown Institute into its care. Other partnerships include those with Poetry Ireland and Children's Books Ireland.

Additional information on the Library is available at: <https://www.dcu.ie/library>. Information on the Library's statement of strategy is available at: [https://www.dcu.ie/sites/default/files/2020-12/statementofstrategy2020-21\\_0.pdf](https://www.dcu.ie/sites/default/files/2020-12/statementofstrategy2020-21_0.pdf).

### **Overview of the Directorate**

The Public Services and Outreach Directorate (PS&O) is a dynamic front-facing department within DCU library. It manages over a million visits a year and provides excellent customer service to a diverse user population of staff and students within DCU as well as to library visitors. This is provided in both face-to-face at our service desks across three library sites, and online through chat, social media and other channels.

The directorate is responsible for outreach activity and it fosters engagement within and beyond the university, and in particular with the local community. The directorate also manages external partnerships, events & exhibitions, and has responsibility for the library website and social media channels.

PS&O promotes and manifests the visibility and connectedness of DCU Library as a partner and supporter of local community initiatives and plays a particular role in promoting and developing partnerships with local cultural heritage and literacy bodies. Most recently, DCU Library has signed partnership agreements with Poetry Ireland and Childrens Books Ireland.

### **Overview of the Role**

The successful individual will work as a member of the Public Services & Outreach team and will be expected to work across multiple sites and some out of hours work will be expected. The outreach and engagement functions are being formalised with the articulation of a new O&E Unit. This is a new post in terms of roles and responsibilities and these may change or develop over time. There is ample scope and opportunity for the post holder to demonstrate initiative and contribute to the development of the Unit. Currently the Unit's complement is an Assistant Librarian and this Senior Library Assistant.

### **Duties and Responsibilities**

Please refer to the job description for a list of duties and responsibilities associated with this role.

### **Qualifications and Experience**

The successful candidate will have:

- Leaving Certificate, or equivalent, with Grade D in at least 5 subjects
- Minimum of three years' experience in an academic Library at Library Assistant I grade or equivalent

Additionally the candidate must:

- Have excellent customer service experience, commitment and skills
- Demonstrate administrative, organisational and time management skills including the ability to plan, organise and coordinate time sensitive events
- Demonstrate the ability to foster open communication and forge relationships
- Demonstrate flexibility in their approach to workload and the ability to multi-task and work independently and as part of the wider Library team
- Have excellent presentation, communication and IT skills e.g. Word, Excel, PowerPoint
- Be self-motivated, a strong team player and demonstrate initiative

### **Essential 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:**

Senior Library Assistant - € 35,475 - €47,501

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

**Closing date: Tuesday, 23<sup>rd</sup> August 2022**

**For more information on DCU and benefits, please visit [Why work at DCU?](#)**

### **Informal Enquiries in relation to this role should be directed to:**

Orla NicAodha, Associate Director: Public Services & Outreach, DCU Cregan Library, Dublin City University.

Email: [orla.nicaodha@dcu.ie](mailto:orla.nicaodha@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

### **Application Procedure:**

Application forms are available from the DCU Current Vacancies website at [https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check\\_logged\\_in=1](https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1)

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #NR237 Senior Library Assistant (Outreach & Engagement)**

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

***In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.***

*The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)*