



JOB DESCRIPTION

Library Assistant II
Collections, Systems & Administration Directorate (CS&A)
(Digital Systems & Services)
Permanent (Full Time)
Dublin City University Library

Dublin City University (www.DCU.ie) 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

DCU Library

Over the past four years, DCU has grown significantly in terms of physical presence and organisational complexity and the Library played and plays a pivotal role in this through the provision of enhanced information services. DCU Library has developed into a single service based on three campuses with Woodlock Hall and the landmark Cregan and O'Reilly library buildings. DCU Library has over a million visits per annum and provides an extensive portfolio of services and collections for 20,000 students and staff.

Role Profile

The post holder will be responsible for providing comprehensive assistance to the Library on a range of systems related projects, services and activities. Critically this post will have a fundamental role to play in the implementation of the new LSP and Reading List Management System. The post holder will also work as a member of the DCU Library Systems Team in the provision and maintenance of

appropriate infrastructures, systems and services and reports to Associate Director, CS&A via LSP Project Manager/Digital Systems Librarian.

Duties & Responsibilities

Please note that the roles and responsibilities will be subject to change as the new LSP is implemented. The principal duties and tasks of the position include but are not limited to the following:

- Assist the LSP and Reading List Management System project management and implementation.
- Assist the administration of the Library's automated information systems.
- Maintain and develop the library's IT infrastructure
- Facilitate library users' access to electronic information resources via EZProxy and other authentication systems.
- Liaise with relevant colleagues, within the library and across the university.
- Assist in the co-ordination and administration of management information and other decision support systems for the Library.
- Participation in evening and weekend rotas may be required
- Assist in the provision of targeted assistance to the library on projects with a systems emphasis.
- Participate in the work of the Collections, Systems & Administration Directorate across a range of processes.
- Variation of these and other duties as required by the University Librarian.
- The post holder will be required to work across multiple sites.

Qualifications and Experience

This vacancy is open to existing Library staff who meet the following criteria:

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

Please note that staff must have successfully completed their probationary period.

Essential Training

The post holder 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.