Applications are invited from suitably qualified candidates for the following position

**Assistant Librarian I**  
**Collections, Systems & Administration (CS&A)**  
**Dublin City University Library**  
**Full Time, Fixed Term Contract up to 18 months**

**Overview**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland’s University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU’s consistent position in the rankings of the world’s top young universities.

**Overview of the department**

DCU has experienced dramatic change in the last five years: new campuses, a new Faculty of Education; an expanded disciplinary profile along with an equally dramatic growth in student numbers. The advance of DCU Library in the same period reflects that of the University. Across all standard measures, (staffing, collections and estates) DCU library has more than doubled in scale. DCU Library comprises the O’Reilly Library, Glasnevin Campus and the Cregan Library, St. Patrick’s Campus with plans underway to extend its footprint to a third location on the All Hallows Campus in September 2019. 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 successful applicant will join the Library’s Collections, Systems & Administration Directorate and will lead and manage the Acquisitions, Cataloguing and Preparation teams and functions within this Directorate. These teams are responsible for the management of the lifecycle of print and e-books from purchase to discovery. The role includes responsibility for a range of collection management activities and in support of this will work closely with other Library Directorates.

**Duties and Responsibilities**

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

Essential Criteria:
Applicants must have a degree and a postgraduate qualification in Library and Information Studies. Relevant experience in a university environment is strongly desirable.

Desirable Experience

- Previous staff management or supervisory experience would be desirable.
- The ability to work effectively in a busy collaborative team-based environment.
- The ability to build and maintain effective partnerships and relationships.
- 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.

Mandatory 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.

Salary Scale:

Assistant Librarian I - €40,254 - €55,431.

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

Closing date: 15th February 2021

Informal Enquiries in relation to this role should be directed to:
Ms Miriam Corcoran, Associate Director, Collections, Systems & Administration, DCU Library, Dublin City University. Email: miriam.corcoran@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/vacancies-current-vacancies-external-applicants (external applicants)

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC2802 Assistant Librarian I

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.