



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) 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

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. In line with the new Statement of Strategy, DCU Library will accelerate the digital shift in supporting and partnering with Faculty and Units within the University and to develop and deliver visible, connected and expert services. DCU Library has over a million online and in person visits per annum and provides an extensive portfolio of print and electronic 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 equivalent professional qualification in Library and Information Studies.

Desirable Experience

- Minimum of two years post qualification relevant experience in a university environment is desirable.
- 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](#)