



DUBLIN CITY UNIVERSITY LIBRARIES

Library Assistant I (Public Services & Outreach Directorate) Half-time, fixed term contract (11 months)

Applications are invited from suitably qualified staff for the following half-time fixed term 11-month post of Library Assistant 1:

Job Title: Library Assistant 1 (PS&O)

Directorate: Public Services & Outreach (PS&O)

Grade: Library Assistant 1

Reports to: Associate Director, PS&O via Assistant Librarian, Public Service Manager

Job Objective:

The post holder will work as a member of the Public Services & Outreach team and will be responsible for liaising with Estates on all building related issues and services within DCU libraries. The post holder will be expected to work across multiple sites.

Key Duties and Responsibilities:

Duties and responsibilities include, but are not limited to, the following:

- Act as a primary contact point with Estates on all library-related Estates-managed activities, logging calls via the Estates call system
- Source library building related supplies and services, securing quotes and liaising with suppliers
- Conduct regular health and safety building audits and maintain associated records
- Participate as a member of the Library Health and Safety group
- May be required to participate on desk rotas
- Variation of these duties and other relevant duties as assigned by the Associate Director, Public Services & Outreach and/or University Librarian

The successful candidates will have:

- Excellent customer service skills
- Excellent interpersonal skills
- Strong organisational, administrative and IT skills
- Must be able to work on their own initiative

Experience and Qualifications:

Applicants must have a minimum of 5 Grade Ds at Leaving Certificate level or equivalent. Relevant experience in a library environment is desirable.

Salary scale: € 24,989 - €36,435* pro rata

**Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Library Assistant I salary scale in line with current Government pay policy.*

Closing date for applications: 5:00pm, Friday 23rd November 2018

Applications should be sent to:

Applications should be submitted by email to Samantha.groves@dcu.ie, or by post to
The Administration Office,
The O'Reilly Library,
Glasnevin,
Dublin City University,
Dublin 9.

Dublin City University is an equal opportunities employer