

Job Description



**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Library Assistant II – Grade IV

Vacancy ID	002132
Contract Type	Permanent Whole-Time
Reporting to	University Librarian or other such person as they may nominate.
Location	Moylish Campus Limerick This post will be primarily based at the location specified above, but from time to time may require attendance at any of the TUS campuses.
Competition Type	Open Competition in line with Circular Letters 0007/2017 & 0045/2017 A panel may be formed from this competition
Introduction	<p>Technological University of the Shannon: Midlands Midwest is Ireland's third technological university and home to 14,000 students and a staff complement of approximately 2,000, full-time and part-time, across six campuses in Athlone, Limerick, Thurles, Clonmel, and Ennis.</p> <p>Established on October 1, 2021, TUS has a strong regional focus and will be a key driver of development and investment across the Midlands and Midwest. The new networked university, linked by the River Shannon, borders on almost half of Ireland's 26 counties and will provide unprecedented levels of access to higher education.</p> <p>We are committed to developing a contemporary and vibrant technological university - a higher education institute that reflects the educational and economic needs of our region and communities we serve. The new technological university will connect knowledge creation with industry partnerships to grow and support collaboration. The technological university will be the home of academic leaders, knowledge creators and cutting-edge researchers who will positively affect people's lives now and in the future.</p>
Minimum Qualifications/ Experience	<p>Candidates must:</p> <ul style="list-style-type: none">• Have the requisite knowledge, skills and competencies to carry out the role.• Be capable and competent of fulfilling the role to a high standard.• Have obtained at least Grade H6/O6 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied, or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise.• 2 Years satisfactory work experience in a library.
Desirable	Work experience in an academic library

Competencies Required	<ul style="list-style-type: none"> • Excellent IT skills. • Excellent communication, inter-personal and team working skills. • Good presentation skills. • Flexible, collaborative and co-operative attitude.
Duties	<p>The successful candidate's duties will include the following:</p> <ul style="list-style-type: none"> • To assist in, organise/promote and participate in both internal and external user education programmes. • To assist in the development and delivery of induction programmes and events for first year, new, mature and international students. • To assist in the managing of the day-to-day operation of the library • To assist in efficient use of library resources, for students and staff. • To assist in the supervision of junior staff. • To assist in all administration procedures of the libraries. • To assist with maintain and develop the Library's online resource, library collections and other resources. • To assist in prepare library guides and online information literacy tutorials as appropriate. • To assist in organising library material, cataloguing, acquisitions of library resources. • To assist in/participate in the delivery of an information enquiry service to the Institute community and regional interests. • To assist in developing and monitor special services for students with special needs. • To assist in carry out user surveys. • To assist in handling special cases at the circulation desk. • Evening duties are an essential part of the role. • To undertake other duties as defined by the University Librarian or his nominee from time to time.
Superannuation	<p>This is a pensionable post. Specific details of the scheme will be dependent on the successful appointee's individual status and therefore such details will be provided at the time of appointment. Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.</p>
Hours	<p>A staff member appointed to this post will have to work a standard working week of 37 hours(net of rest breaks).</p>
Annual Leave	<p>23 days per annum. CL 0009/2014 will apply, as necessary.</p>
Salary Scale	<p>€32,013 - €46,966 (10 points). The rate of remuneration may be adjusted from time to time in line with Government pay policy.</p>
Contact Details	<p>The Human Resources Department Technological University of the Shannon: Midlands Midwest Email: humanresources@lit.ie (TUS Midwest)</p>   <p>TUS staff (Midwest) who wish to apply must apply via the ESS system. Applicants from TUS Midlands can submit an electronic application as an external applicant through the TUS Midwest E-Recruitment site. Only on-line e-recruitment application forms will be accepted.</p> <p><u>Click on the relevant link below to apply:</u></p> <p>Internal Applicants (TUS Midwest Staff) Search & Apply</p> <p>External Applicants (including TUS Midlands Staff) Search & Apply</p>

<p>Additional Information</p>	<p>In addition to the minimum qualifications, it may be necessary to introduce further shortlisting criteria. Therefore, candidates may be shortlisted based on qualifications and suitable experience, based on details given on the application form.</p> <p>We welcome applications from all suitably qualified individuals regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.</p> <p>TUS is an equal opportunities employer, working towards creating and sustaining an inclusive environment which promotes equality, embraces diversity and is committed to a work-life balance for all.</p>
<p>Personal Data</p>	<p>All personal data provided will be handled in accordance with the Data Protection Policy and Privacy Statements.</p>