Maynooth University
Ollscoil Mhá Nuad

Library
Library Assistant
(Permanent, 0.5 FTE)

The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

We are seeking a committed, proactive person to support the work of the Library in the critical area of Collections and Content. Based in General Collections and Finance, but with responsibilities which may include Special Collections and Archives, the post holder will work closely with staff in both departments, but also other departments of the Library and will report to the Assistant Librarian with Responsibility for the relevant section. He / She will be expected to operate with minimal supervision and have the skills and knowledge to plan, manage and track their work to ensure that deadlines are met. He / she must be able to communicate effectively with people at all levels, and be able to keep clear, consistent and accurate records of all activities undertaken.

Principal Duties

- To support the activities, as needed in the various sections of Collections and Content, including: General Collections and Finance and Special Collections and Archives
- To participate in a variety of projects in the Library; both within and possibly beyond designated section
- Any other duties as assigned by the Head of Collections and Content or his nominee

Main Responsibilities: Special Collections & Archives

- To participate in the running of the service on a timetabled basis to readers, in all its aspects
- To assist in the provision of high quality, specialised assistance to users, across both sites including first line support to users of the service
- To contribute to activities promoting the use of Special Collections to users, including involvement in exhibitions, web pages and social media
- To assist in the day to day organisation of the work areas and collections of both Russell Library and Special Collections in the John Paul II Library; including appropriate curatorial work, and facilitation of tours and outreach where appropriate
Main Responsibilities: General Collections & Finance

- To support the activities, as needed in the various sections of General Collections & Finance, including: Acquisitions, Journals, Resource Description and Inter-Library Loans

The ideal candidate will have:

**Essential Requirements**

- Commitment to customer service
- Flexibility to ensure service is maintained at all times
- Excellent interpersonal and communication skills
- Accuracy and attention to detail
- Proactive, energetic, enthusiastic and adaptable approach to a variety of tasks and projects
- Excellent numeracy and keyboard skills
- Competence in Word and Excel is essential
- Good organisational skills, ability to work independently and as part of a team
- Ability to manage work flows and processes in a complex and evolving environment
- Proactive, energetic, enthusiastic and adaptable approach to a variety of tasks and projects
- Time management skills including the ability to prioritise, multitask, manage workloads and work under pressure

**Desirable Requirements**

- A knowledge and understanding of current developments in the area of collection management
- Familiarity with social media platforms and their use in libraries
- Evidence of an innovative and imaginative approach to library processes in the current developing environment

The University

Maynooth University is one of the four constituent universities of the National University of Ireland and in 2017 was placed in the global top 50 universities under 50 years old in the Times Higher Education World University Rankings. Formally established as an autonomous university in 1997, but tracing its origins to the foundation of the Royal College of St. Patrick in 1795, Maynooth University draws on a heritage of over 200 years’ commitment to education and scholarship. It is located in the University town of Maynooth, 25km from the centre of Dublin, Ireland’s capital city.

The University is a modern institution - dynamic, research-led, engaged, and grounded in the traditions of liberal education. With more than 11,000 students, Maynooth is Ireland’s fastest-growing university, yet we retain a collegial campus culture that is central to our ability to bring significant interdisciplinary expertise to bear in tackling some of the most fundamental challenges facing society today.

Maynooth University is embarking upon a new and exciting phase with the development of the University Strategic Plan 2018-22, with a vision to consolidate the international reputation of Maynooth University “as a university known for outstanding teaching, excellent research, a global outlook, effective engagement with the society we serve, and our distinctive approach to the challenges facing modern higher education.”

The plan builds on the successes of the University Strategic Plan 2012-17, which set seven strategic goals for the university:

- to offer students an outstanding university education, the best available in Ireland, an education which challenges and supports all students to achieve their full potential, and prepares students for life, work and citizenship, and for complexity, diversity and change;
- to be recognised as playing a leading international role and being the clear national leader in a number of thematic areas of research that address the major societal challenges of the 21st century;
to achieve a step change in our international activities, doubling the number of international students on campus and doubling the number of domestic students spending time abroad, in order to create a truly intercultural and multilingual institution;

- to strengthen our engagement with all stakeholders through sustained partnerships with enterprises, communities, civil society and public bodies, to build support for the mission of the university, to serve the needs of society, and to open new opportunities for research and learning;

- to maximise our unique and distinctive contribution to the national system of higher education through a set of purposeful and sustained strategic partnerships at regional and national level, and to extend our international reach through a network of global partnerships;

- to be an excellent place to work, known for a collegial ethos which empowers all staff to contribute fully to the development of the university;

- to enable the achievement of ambitious strategic objectives in challenging circumstances through careful planning, excellent services and infrastructure, and sound governance and management.

The university has distinctive institutional strengths in six thematic priority areas:

- Human Cultures, Experience & Creativity;
- Humanities in Practice: Sources, Resources & Discourses;
- Human Health;
- Mathematics, Communications and Computation;
- People, Place and Environment;
- Social and Economic Transformations.

The Library

There are two main buildings - the John Paul II Library and the Russell Library, both of which hold significant book, archive and manuscript collections. The John Paul II Library holds over 400,000 print items. Access is also provided to over 500,000 electronic books and 70,000 electronic journals.

The overall strategy for Maynooth University Library is articulated in the current Library Strategic Plan 2016-2018, available via the Library Website. The strategy for library collections can be found in the current Collection Development Policy.

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Appointments will be approved by the President based on the report of the selection board.

Terms and Conditions

This is a permanent half-time post at the grade of Library Assistant.

Salary


Appointment will be made in accordance with the Department of Finance pay guidelines.

*New entrants to the public sector will be appointed on the first point of the salary scale.
Application Procedure

Please ensure that you USE THE FOLLOWING REFERENCE ‘LA(HT)_Lib’ in the subject line of your application email. This will clarify which role you are applying for.

Please note applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) incorporating all of the below required information:

- A Curriculum Vitae, including all qualifications and experience, and a covering letter addressing your interest and suitability for the role;

- The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.

Once attachment is compiled please send your single document application to recruitment@mu.ie.

The completed application documents should be forwarded by email to arrive no later than **midnight, Sunday 25th March 2018**. Late applications will not be accepted.

**Maynooth University is an equal opportunities employer**

**The position is subject to the Statutes of the University**