Maynooth University
Ollscoil Mhá Nuad

Library Information Services (LIS)
Library Assistants (x3)
- Permanent term time x 1
- One year term time contract x 2

The Roles

The Library Assistant posts are based in the Library Information Services (LIS) section of the Learning and Research Information Services (LRIS), department of the Library. The successful candidates will be part of a team covering the Information and Admission Desks in the Library. These desks are staffed during Library service hours and a rota system is in operation. The successful candidates will be required to work a variety of shifts including evening and weekend duties.

Principal Duties

Duties include:

- Working as part of a team in answering or referring library enquiries via the Information and Admission desks, Library Chat, online forms, email and phone;
- Assisting library users by providing advice and guidance in finding information and resources in both print and electronic formats;
- Assisting library users, both internal and external, in the use of library facilities and equipment;
- Carrying out administrative tasks such as emailing, dissemination of library notices and maintenance of user records;
- Processing transactions such as inter-library loans and payment of fines;
- Working with wider library teams with a view to improve overall library services;
- Setting up of Information and Admission Desk services at the beginning and end of each shift;
- Other duties associated with the above;
- Any other duties assigned by the Librarian or his nominee.

The ideal candidate will have:

- Excellent communication and interpersonal skills;
- Ability to work as part of a team;
- Strong customer service skills;
- Flexibility to ensure library services are maintained at all times;
- Confidence in using IT particularly databases, searching and MS Office;
- Familiarity with social media and its applications;
- Accuracy and attention to detail;
- Ability to focus on a number of tasks concurrently;
- Ability to work under pressure and to deadlines;
- Excellent time keeping, reliability and a high level of motivation;
- Proactive, energetic, enthusiastic and adaptable approach to a variety of tasks and projects;
- Flexibility to ensure service is maintained at all times.

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 which holds the rare book and manuscript collections. Work on a major 20 million euro extension to the John Paul II Library was completed in 2013.

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;
- It is anticipated that interviews will be held during the week of the August 21, 2017
- The appointment is expected to be effective from September 18, 2017

Terms and conditions

There are three Library Assistant posts advertised from within this competition, the successful candidates in accordance with their interview ranking will be offered positions on the following basis:

- One permanent term time contract
- Two full time one-year term time contract post

Salary

Library Assistant (2017): €22,417 - €38,298 (16 points) per annum pro rata

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 Library Assistant scale.

Application Procedure

Please ensure that you USE THE FOLLOWING REFERENCE ‘LA.LIS.x3’ 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@nuim.ie
The completed application documents should be forwarded by email to arrive no later than midnight, Friday, 21st of July, 2017. Late applications will not be accepted.

Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University