

DUBLIN CITY UNIVERSITY

THE LIBRARY

Assistant Librarian I IR/IReL Librarian (Temporary Full-Time Post to end December 2013) (Research Funded Post)

Job Title: Assistant Librarian
Department: Collections and Systems Services
Grade: Assistant Librarian I
Reports To: Sub-Librarian, Collections and Systems Services

Job Purpose:

This is a dual role with the following primary objectives:

- responsibility for the operational management of Doras, DCU's institutional repository
- provision of administrative support for the library's management of IReL

The ability to work proactively and collaboratively will be essential. The successful candidate will be highly motivated, flexible and willing to develop and enhance their IT skills in the post.

Key duties and responsibilities:

- Management of the day-to-day running of Doras, DCU's Institutional Repository (IR)
- Development and administration of the IR's technical infrastructure and interface
- Identify and develop appropriate metadata and other standards
- Develop workflows and procedures for the administration and population of the repository
- Co-ordinate copyright clearance permission activities
- Develop and maintain operational and system documentation including production of usage reports and statistics for Doras and for the usage of IReL resources.
- Liaise with the IReL office and relevant publishers/suppliers on matters relating to the acquisition and management of IReL research resources
- Communicate with relevant library staff regarding IReL activity and resource promotion
- Participate in the management and enhancement of access to online resources
- Collaborate, where appropriate, with colleague institutions including participation on national committees
- Variation of these and other duties as required by the Director of Library Services

Education

Applicants must have a relevant degree and a postgraduate qualification in Library and Information Studies. Experience in a university environment is desirable.

Qualities

- Familiarity with relevant metadata standards including Dublin core, MARC, OAI-PMH
- Experience of standard software systems and familiarity with EPrints repository software would be desirable
- Familiarity with Open Access principles and implementations desirable
- Enthusiasm, flexibility, approachability and ability to build effective working relationships
- Ability to think creatively with strong problem solving skills
- Excellent verbal, written communications and presentation skills
- Excellent prioritisation and time management skills

Salary scale: €41,136 - €51,356

This salary scale may be affected by the provisions of the 2011 budget.

Closing Date: 7th November 2011

Application forms are available at:

www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc and from the Human Resources

Department, Dublin City University, Dublin 9. Tel: +353 (0)1 7005149; Fax: +353 (0)1 700 5500;

Email: hr.applications@dcu.ie

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