

**Dublin City University
The Library**

**Library Assistant I
Temporary Half-Time Post
3 Year Contract**

Job Title: Library Assistant I (Issue Desk)
Department: Information and Public Services (IPS)
Grade: Library Assistant I
Reports to: Sub-Librarian, IPS via Public Services Manager, IPS

Key duties and responsibilities:

- The delivery of front-line Library services to the DCU community.
- Participation in evening and weekend rotas may be required.
- Administrative support duties where applicable.
- Variation of these and other duties as required by the Director of Library Services

Education: Leaving Certificate with Grade D in at least 5 subjects.

Experience: Experience in a medium to large scale academic library is desirable.

Qualities: The successful candidate will be highly motivated; demonstrate a strong customer service orientation and commitment; possess excellent communications skills and strong IT skills.

Salary Scale: €24,960 - €34,717 pro rata

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

Closing date: 6th January 2012

Application forms are available from:

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

Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500;

Email: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer