Library Assistant I  
(eResources & Periodicals) 
Dublin City University Library 
Permanent (Full Time)

Introduction

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland’s University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU’s consistent position in the rankings of the world’s top young universities.

DCU Library

DCU has experienced dramatic change in the last five years: new campuses, a new Faculty of Education; an expanded disciplinary profile along with an equally dramatic growth in student numbers. The advance of DCU Library in the same period reflects that of the University. Across all standard measures, (staffing, collections and estates) DCU library has more than doubled in scale. DCU Library comprises the O’Reilly Library, Glasnevin Campus and the Cregan Library, St. Patrick’s Campus with plans underway to extend its footprint to a third location on the All Hallows Campus in September 2019. DCU Library has over a million visits per annum and provides an extensive portfolio of services and collections for 20,000 students and staff.
Role Profile
The successful candidate will play a key role in the performance of a broad range of e-journal and eResource acquisition, access and eResource Management (ERM) processes. The role is accountable for access and maintenance of databases, print and e-journals and associated problem resolution. Statistical collation, maintenance and reporting is a key function of this role. The post holder will also participate in the day to day administration of the library’s journal and eResource database management and discovery systems. It is anticipated that the successful candidate will work across all library sites.

Duties and Responsibilities
Please refer to the job description for a full list of duties and responsibilities associated with this role.

Experience and Qualifications
Applicants must have a Leaving Certificate with Grade D in at least five subjects, or equivalent.

In addition, the successful candidate will:

- be interested and be keen to work as part of a team.
- have excellent social, communication & IT skills, flexibility, self-motivation, and the ability to function as part of a highly motivated team are essential.
- have relevant experience in a medium to large scale academic library is desirable.

Mandatory Training
The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:
Library Assistant I - €25,809 - €37,073

*Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: 7th August 2020

Application Procedure:
Application forms are available from the DCU Current Vacancies website at

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC0211 – Library Assistant 1 (eResources & Periodicals)

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.