



**Position:** Library Assistant

**Department:** Library

**Reporting to:** Deputy Librarian

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Dublin Business School (DBS) is the leading independent third level institution in Ireland and provides a wide range of undergraduate, graduate, executive and professional programmes. The School is part of Kaplan, Inc., a leading international provider of higher education, professional development and lifelong learning programmes.

**Benefits at DBS:**

- 24 days of annual leave entitlement
- Personal Retirement Saving Accounts (PRSA)
- Life Assurance & Disability
- VHI Group Scheme
- Free places on all internal courses (including online DBX courses) also discounts for family members
- Tax Saver Travel Tickets
- Cycle to Work
- Sports and Social Club
- 2 Volunteering Days
- Employee Assistance Programme

**Job description**

The primary focus of the Library Assistant is on customer service. This post is based at the main counter of the Library. Library staff can be asked to work at any library location. The successful candidate will work 37.5 hours per week, 8.45 am to 5.15 pm four days per week with one late shift, 1.30 – 10.00pm.

**Responsibilities:**

- Deal with a wide range of student and faculty queries regarding all aspects of Library service provision from access to and searching of the Library catalogue and online resources to the print collection
- Management of the print journal collection; checking in journals, chasing missing issues with publishers, renewing subscriptions and organising binding

- Processing reservation requests
- Provide support to users using the Library's online booking system
- Provide support to users using self-check stations
- Provide support to users via the Library's instant messaging service
- Respond to telephone and email enquiries
- Troubleshooting photocopier and IT issues as required
- Providing current awareness for staff from the print journal collection as requested
- Contribute to the Library Newsletter and other College publications
- Sale of print tokens and sundries and processing of fine payment
- Daily cash reconciliation
- Ensure that library guides are up to date and that print copies are available
- Shelving and stock taking
- Any other duties as required by the Head of Library Services and Deputy Librarian

### **Personal Specification**

#### **Required**

- Previous experience of working in a library
- Excellent IT and organisational skills
- Excellent oral, written and interpersonal skills
- Ability to work on own initiative as well as part of a dynamic team

All appointments are subject to passing Garda Vetting and providing proof of eligibility to work in Ireland (upon being invited to interview).

To apply please send your CV and cover letter to [recruitment@dbs.ie](mailto:recruitment@dbs.ie)

Closing date for receipt of applications will be **Friday 15<sup>th</sup> September 2017**.

*This job description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post-holder and their manager.*