



An Associated College of
Trinity College Dublin, the University of Dublin

Role: Teaching, Learning, and Research Support Librarian

Grade: Assistant Librarian

MIE Library

The mission of MIE Library is to empower its members' personal, educational and professional growth through a range of services, technology, collections and Library staff dedicated to supporting the teaching, learning and research objectives of the Institute.

MIE wishes to recruit an Assistant Librarian for Teaching, Learning and Research to support, assess and enhance the delivery of services to staff and students. The successful candidate will provide innovative Library services by engaging in proactive outreach and instruction, and by building on collaborative relationships with staff and students to ensure the Library's centrality to the mission of the Institute.

This is an excellent opportunity for someone who wishes to pursue a career in an academic Library within the context of a small team of dedicated Library staff in the provision of a high quality and specialist Library Information Service.

Candidates will be required to have:

- A recognised postgraduate qualification in Library and Information Studies
- At least 2 years relevant experience in a Library environment providing teaching, learning and research support
- A thorough understanding of the role of an academic Library and the external information environment in which it operates
- A good understanding of the education system including the continuum of teacher education, teaching and learning, and continuous professional development
- Strong IT skills, a forward-thinking approach to technology and a willingness to explore opportunities to develop traditional Library services and information proficiencies and skills using digital tools
- Excellent communication, interpersonal and collaborative skills
- A demonstrable commitment to continuing professional development
- An ability to work both independently and as part of a team
- A willingness to work flexible shift patterns including evenings and weekends

Desirable qualifications and experience:

- Cumas feidhmeannach sa Ghaeilge
- A substantial and proven track record of leading successfully on Library and learning support initiatives

- Evidence of continuing professional development in teaching and learning in Higher Education

Main Activities/Responsibilities

The Assistant Librarian for Teaching, Learning and Research Support will be responsible for:

- Developing, facilitating and evaluating information literacy sessions and supporting materials for the students and staff of MIE
- Leading the design, creation, maintenance, and assessment of online tutorials, instruction sessions, workshops, and presentations to promote general and course-specific research competencies
- Informing the strategic development of the Library with particular reference to teaching, learning and research support
- Employing learning technologies and tools such as virtual learning environments, content management systems, and online reading list systems to support the provision of innovative, high quality teaching, learning and research services
- Engaging in ongoing liaison with schools and departments to ensure curriculum support services provided by the Library are integrated and meet student needs
- Developing and managing an active programme of education, advocacy, and support for scholarly publishing and communication to include research impact, bibliometrics, copyright, and Open Access platforms
- Providing workshops and events on academic skills
- Collaborating with academic, administrative and Library colleagues to collect and upload the research of staff and students to the appropriate digital repositories
- Planning Library orientation for new students together with the Head of Library Services and other institutional stakeholders
- Creating strong working relationships with teaching staff and students
- Building and maintaining strong collegial and operational working relationships with Library colleagues
- Promoting and marketing the profile of MIE Library, both internally and externally, using a range of technology and approaches, including social media, conferences, college open days, and publications
- Supporting accreditation and quality inspections
- Assisting at the Library information and circulation desk
- Representing MIE Library at conferences and events as required from time to time
- Advising the Head of Library Services in relation to emerging needs and developments in teaching, learning, and research within the context of academic Library service provision
- Assisting in the management and mentoring of Library Assistants and or Student staff
- Any other appropriate duties as specified by the Head of Library Services

APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION

Method of Selection for Recommendation

- A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility

of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

- Interview will be by interview panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision
- In the event that a recommendation for permanent appointment is not made by the interview panel, the Institute reserves the right to appoint a suitable candidate, identified through the selection process, to the post on a fixed term basis.
- A panel may be created from which permanent or fixed term contract appointments for this position may be filled during the life of the panel. The panel will cease to exist 12 months from its formation date, which will be the date of initial interview.
- Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Probationary Period

The appointment is subject to satisfactory completion of the standard 6 month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 12 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

Garda Vetting

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Salary

The current annual salary scale; €39,601- €55,542. (8 points)

Salary will be paid on a monthly basis on the last Thursday of each month, using the Pay path facility. This means that salary can only be paid directly into a nominated bank account.

Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

Making of Applications

Application by Cover letter and CV only (No special application forms are supplied), preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9.

Completed applications must be received by 5.00pm on Wednesday 16 February, 2022. Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Marino Institute of Education is an equal opportunities employer.

