

Marino Institute of Education (MIE)

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of Trinity College Dublin, the University of Dublin and offers undergraduate and postgraduate programmes in education.

The Governing Body invites applications from suitably qualified persons for the position of

Library Assistant

GENERAL JOB DESCRIPTION

Duties and General Terms & Conditions of Employment

CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) wishes to appoint a Library Assistant to support and enhance the delivery of library services to staff and students.

The successful applicant will play an important role in delivering excellent customer service in support of the learning, teaching and research activities of our academic community. The position involves assisting Library users in accessing and using Library resources, services and facilities, together with supporting acquisitions, resource processing, circulation and the day-to-day operation of the Library's collections and services. The role will involve participation in the Library staffing roster, including scheduled evening and Saturday work.

This is an excellent opportunity for someone who wishes to pursue a career in an academic library while working as part of a small team dedicated to providing a high-quality specialist library and information service.

Essential Qualifications & Skills (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

- Leaving Certificate.
- An awareness of the role of an academic library in supporting teaching, learning and research.
- Excellent customer service skills and a strong commitment to supporting students and staff.

- Strong organisational skills, with accuracy and attention to detail.
- Strong IT skills and confidence in learning and using new systems and technologies.
- Excellent communication, and interpersonal skills.
- Ability to organise and prioritise work effectively.
- Ability to work independently and collaboratively as part of a team.
- Willingness and availability to participate in the library staffing roster, including scheduled evening and Saturday work.

Desirable qualifications and experience:

- Cumas feidhmeannach sa Ghaeilge.
- Third level degree (level 7 or 8)
- Experience working in an academic, public or other library or information-service environment.
- A qualification in library and information studies, or progress towards such a qualification.
- Experience of acquisitions, ordering, invoice administration or processing library materials.
- Experience using library management, cataloguing or circulation systems.
- Familiarity with library classification systems and academic information resources.

Candidates must clearly demonstrate in their applications how they meet each of the essential requirements. Desirable qualifications and experience may also be taken into consideration during the selection process.

2. JOB DESCRIPTION

Reporting Relationship

The appointee will report to the Head of Library Services and will be responsible for carrying out the duties associated with the post. The appointee will report through the Head of Library Services to the Institute President or another MIE officer designated by the President. Reporting arrangements may be reviewed from time to time in response to institutional or service requirements.

Duties and Responsibilities

The Library Assistant will be responsible for:

Customer service and circulation

- Providing a welcoming, helpful and responsive service to library users.
- Assisting users (in-person and online) in accessing and using library resources, services and facilities.
- Staffing the Library information and circulation desk as rostered.
- Carrying out circulation activities, including issuing, returning, renewing and reserving library materials, in accordance with Library policies and procedures.
- Responding to routine enquiries in person, by telephone and through relevant online channels, referring more complex enquiries to appropriate colleagues.
- Assisting with maintaining an appropriate study environment and applying Library regulations consistently and sensitively.

Information and research support

- Providing initial guidance to users seeking information for study, teaching and research.
- Assisting users in navigating the Library catalogue, academic databases and other information resources.
- Assisting with routine access queries and refer advanced research, subject or technical enquiries to the appropriate colleague.

Technology Support

- Providing routine assistance to users with Library computers, printing, photocopying, self-service equipment and Library systems.
- Troubleshooting basic access and technical issues and refer more complex problems to Library or IT colleagues, as appropriate.

Acquisitions and resource processing

- Supporting the acquisition of print and electronic resources, including placing and monitoring orders, checking deliveries and assisting with routine invoice processing.
- Processing new Library materials for use, including updating records, labelling, covering and security processing.
- Maintaining accurate acquisitions and processing records and follow up on routine order, delivery and invoice queries.
- Liaising with suppliers and relevant Institute colleagues regarding routine acquisitions matters, as required.

Collection management

- Assisting with maintaining the Library's collections, including shelving, shelf-reading, stock checks, withdrawals and searches for missing materials.
- Supporting the creation and maintenance of bibliographic, holdings and item records under the direction of professional Library staff.
- Assisting with the processing and organisation of print, digital and specialist educational resources.
- Identifying damaged, missing or heavily used materials and report or repair them as appropriate.
- Assisting with the preparation and maintenance of physical collection displays and service information.
- Helping to ensure that library materials are accurately labelled, located and readily accessible to users.

Administrative and operational duties

- Maintaining accurate Library records and compile routine statistics as required.
- Assisting with overdue, reservations, membership and other circulation-related administration.
- Supporting the preparation of documentation and evidence for quality assurance, accreditation and service-review processes.
- Undertaking opening, closing and other routine operational procedures as rostered.
- Participating in team meetings, training and service-development activities.
- Undertaking any other appropriate duties assigned by the Head of Library Services.

It should be noted that in each work area/department within the Institute, the appointee must work as part of a team. Although duties pertaining to the post are broadly defined under the various headings as listed, the list of duties is not exhaustive. The appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

3. 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 available 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.
- A panel may be created from which permanent 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 11 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; €30,125- € 42,916 (12 points).

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
D09 R232.

Completed applications must be received 4pm on Friday 9th October 2026. 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.