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**Job Opportunity: Student Library Assistants (2 Positions)**  
**Academic Year 2025–2026**

1. **About IADT Library**

The IADT Library supports the teaching, learning, and research activities of the Institute. We provide high-quality, integrated information services and a comprehensive print collection. Our professional staff offer expert assistance to both students and staff in using library resources and services.

1. **Position Summary**

We are inviting applications from **registered IADT students for the 2025–2026 academic year** for two **evening and weekend fixed-term Student Library Assistant** positions.

**Contract Duration:** September 2025 – May 2026.

1. **Key Responsibilities**

**Successful candidates will:**

* Provide a welcoming first point of contact for library users.
* Assist with using the library catalogue and locating print and online resources
* Offer basic support with printing and ICT queries.
* Reshelve returned books and keep shelves in order, maintaining Dewey Decimal Classification.
* Assist Library staff with ongoing projects and general upkeep of the library space.
* Take initiative seeking out tasks that need to be done.
* Perform other duties as assigned by the Senior Library Assistant.

1. **Requirements**

**Essential:**

* Must be a registered IADT student for the 2025–2026 academic year.
* Familiarity with IADT Library and its services.
* Strong attention to detail, especially when carrying out repetitive tasks.
* Must be able to provide a valid PPS number.

**Desirable:**

* Previous experience in a customer service role.

1. **Working Hours**

* Two evening weekday shifts per week (17:00–20:30)
* Every second Saturday (10:00–16:30)
* **Flexibility is essential**, as additional cover may be required.
* **Availability over the Christmas and Easter breaks** is required in line with library opening hours.

1. **Pay**

* **Rate:** €14.80 per hour.
* **Payment:** Monthly, via Electronic Funds Transfer (EFT)

1. **Application Process**

To apply please fill out this form (<https://forms.office.com/e/zesB3nY8rT>) and attach a one page CV illustrating your experience and a brief cover letter outlining why you are suitable and would like to work at IADT Library as a Student Library Assistant.

If you have any enquiries please contact the Senior Library Assistant, Elsa van Helfteren ([elsa.vanhelfteren@iadt.ie](mailto:elsa.vanhelfteren@iadt.ie))

**Closing date for applications is Thursday 15th May at 17:00.**