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.

2. 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.

3. 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.

4. 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.

5. 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.

6. Pay

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

7. 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)

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