

JOB DESCRIPTION

Job Title: GRADUATE LIBRARY TRAINEE
Campus: HE, TP and CH
Job ref: LIB517
Grade: Grade 3
Salary: Starting salary £18,248 including Outer London Weighting
Period: TEMPORARY ONE YEAR CONTRACT
Reporting to: Public Services Manager, On Campus
Reporting to Job Holder: (not applicable)

Overall

Purpose: The post is intended to provide one year's experience of work in an academic library, prior to attendance on a course in Information Studies and/or Librarianship. As part of the Learning Resources team, the duties are varied and will include general first line support to users within a learning resource centre, work associated with the management of collections, general administration and contributing to the development of services at an appropriate level.

Principal

Duties: The post holder will be responsible to the Public Services Manager, On Campus for duties outlined above, including at least one of the following functions:

- assistance with maintenance and circulation of the collections including inter-library and inter-campus loans, and shelving/storage/security of items in all sections of the LRC
- assistance with stock acquisition and collection development
- clerical and administrative support to members of the Learning Resource teams, including work relating to handling cash, ordering and receiving items, maintaining timetables, diaries and databases, collecting statistics.
- office duties including fault reporting, filing, photocopying, replenishing supplies e.g. printers/photocopiers/stationery and post collection and distribution.
- preparation of notices and publicity material, maintaining notice boards and documentation racks
- providing assistance to student workshop leaders and support for internal training events
- assistance at service points, using basic skills and knowledge to resolve user problems

Other duties:

- To undertake other duties and specific projects as requested by senior LR staff. Specific duties will be assigned by the nominated manager (above) with regard to the experience of the post-holder, who will be expected over time to build up a range of expertise across all elements. The post holder will participate in training available to all Learning Resources staff and specifically Graduate Library Trainees will be offered the opportunity to attend the internal Library Professional Development Programme which runs through out the year.

The post-holder will be based at XXX but may be required to work at other locations as part of normal working conditions.

PERSON SPECIFICATION

Job Title: GRADUATE LIBRARY TRAINEE
Campus: HE, TP, CH
Grade: ASA1

Education:

Essential: To have a first degree
To have proven evidence of continuing ability to learn.

Experience:

Essential: To have experience of dealing with customers in a service/support role

Desirable: To have experience of working to set schedules and following detailed procedures with minimal supervision.
To have experience of working in a learning resources environment.
To have experience of office work

Skills:

Essential: To have good IT skills, including word processing and use of web-based resources
To have good communication and interpersonal skills
To have the ability to follow detailed procedures with minimal supervision
To be able to maintain accurate records
To be numerate

Aptitude:

Essential: A have positive approach to team work
To possess flexible and positive approach to working in a complex and busy environment
To be able to work under pressure and stay calm

Applicants should also be able to demonstrate that they have a positive interest in a career in library and information work.

Hours: 35.5 hours per week for 52 weeks per annum, actual daily hours by arrangement. Some evening and/or weekend working may be required.

Annual Leave: 25 days per annum plus six extra days taken in conjunction with Bank Holidays. Leave for part time employment is pro rata.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements, the duties/location of this post and the role of the postholder may be changed after consultation.

If you wish to apply for this post please complete an application form found here:

www.mdx.ac.uk/jobs

Closing date for receipt of applications: 30 April 2010

Please return the completed application form to: The Recruitment Office, Middlesex University, Hendon Campus, The Burroughs, London, NW4 4BT

What Happens Next ?

If you wish to discuss the job in further detail please contact Sue Fellows on 020 8411 5223.

If selected for interview, you will hear directly from someone in the School/Service/Campus, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus or for a post at Cat Hill/Trent Park which is due to relocate to Hendon please ensure you can commute without a car. (This does not apply to Cat Hill/Trent Park staff appointed before 1 January 2010 who are due to relocate to Hendon).

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered.