



Ollscoil Mhá Nuad Maynooth University

Library Engagement & Information Services (EIS) Library Assistant x 2 (Permanent, Part-time, Term-time)

The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

The Library is a key part of both the Maynooth University and St Patrick's College Maynooth. The Library was founded in 1795 and is now housed in the John Paul II Library and the Russell Library. We have over 450,000 books/eBooks and more than 42,000 electronic journals and provide a range of information skills and training courses.

We are seeking a part-time (22 hours and 45 minutes per week, worked over 5 days) term-time Library Assistant. This post is based in the Engagement and Information Services (EIS) section. The successful candidate will be part of a team covering the Information and Admission Desks in the Library. These desks are staffed during Library service hours and a rota system is in operation. The successful candidate will be required to work a variety of shifts including evening and weekend duties.

Principal Duties

This will include:

- Working as part of a team answering or referring library enquiries via the Information and Admission desks, Library Chat, online forms, email and phone;
- Assisting library users by providing advice and guidance in finding information and resources in both print and electronic formats;
- Assisting library users, both internal and external, in the use of library facilities and equipment;
- Carrying out administrative tasks such as emailing, dissemination of library notices and maintenance of user records;
- Processing transactions such as inter-library loans and payment of fines;



- Working with wider library teams with a view to improve overall library services, including involvement in the library's social media;
- Setting up of Information and Admission Desk services at the beginning and end of each shift;
- Other duties associated with the above;
- Any other duties assigned by the Librarian or his nominee.

The ideal candidate will have:

Essential

- Excellent communication and interpersonal skills;
- Ability to work as part of a team;
- Strong customer service skills;
- Ability to work under pressure and to deadlines;
- Confidence in using IT particularly databases, searching and Office 365.
- Flexibility to ensure library services are maintained at all times;
- Familiarity with social media and its applications;
- Accuracy and attention to detail;

Desirable

- Ability to focus on a number of tasks concurrently;
- Excellent time keeping, reliability and a high level of motivation;
- Proactive, enthusiastic and adaptable approach to a variety of tasks and projects;

The Library

The Library is a key part of both the Maynooth University and St Patrick's College Maynooth. The Library was founded in 1795 and is now housed in the John Paul II Library and the Russell Library, both of which hold significant book, archive and manuscript collections. The John Paul II Library holds over 400,000 print items. Access is also provided to over 500,000 electronic books and 70,000 electronic journals.

The overall strategy for Maynooth University Library is articulated in the current Library Strategic Plan. The Library's Strategic Plan 2024-2028 has set out an aspiring plan to guide the library's work over the next four years as we endeavour to enhance our services, resources, and impact on the campus community. Further information about the Library can be found on the Library's website, <https://www.maynoothuniversity.ie/library>, and social media platforms.

The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18th century roots and 21st century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its



research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

Maynooth University's Values

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

Maynooth University Strategic Plan 2023 – 2028

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values. Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three. For more information about Maynooth University's future direction, please visit: <https://strategy.maynoothuniversity.ie/>

Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uaillmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithí ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad: <https://strategy.maynoothuniversity.ie/?lang=ga>

Our Strategic Plan sets out an ambition to be an excellent place to learn and work, and an inclusive community where students and staff can flourish and make a distinctive contribution to the national system of higher education and the public good. Achieving this requires staff to have a strong sense of connection to the University and support from colleagues. We recognise that our people are our greatest resource and actively seeks to attract, develop, and retain a talented workforce by creating a positive



and welcoming University environment. As well as offering a competitive salary, access to a public sector pension scheme, and annual leave allowance, the University also provides other facilities and benefits including, but not limited to:

- Family-friendly leave schemes
- Tax Saver travel scheme and Cycle to Work scheme
- On-campus crèche
- On-campus restaurants and coffee shops
- Employee Assistance Programme
- Health and Well-Being programmes
- Education support opportunities
- Continuous Professional Development opportunities, including leadership programmes, mentoring, Aurora programme.
- Study and Exam leave
- Sports facilities and gym

To learn more about being part of the Maynooth University team, please visit our website at <https://www.maynoothuniversity.ie/human-resources/come-work-with-us>

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during October 2025;
- The appointment is expected to be effective as soon as possible thereafter.

Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasaí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

Terms and Conditions

Tenure	This a permanent part-time (65% basis), term-time post. Term-time runs from September to May annually.
Salary	Library Assistant (2025): €30,566 – €49,525 p.a. (16 points) Salary scale based on full-time position, pro-rated for part-time positions. Appointments will be made in accordance with public sector pay provisions.
Hours of work	A 22.75 hour working week is in operation during term-time. This can be reviewed or adjusted from time to time through national agreements.



Location	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
Annual Leave	<p>Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</p> <p>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.</p>
University policies and schemes	<p>Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:</p> <p>https://www.maynoothuniversity.ie/university-policies</p> <p>https://www.maynoothuniversity.ie/human-resources/policies</p>
Pension	<p>This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: https://www.maynoothuniversity.ie/human-resources/pension-information</p>
Eligibility	<p>Applications from non-EEA citizens are welcomed. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</p> <p>Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.</p> <p>Former Irish Public Service employees - Certain Restrictions on Eligibility</p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013) <p>Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.</p>
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	The University may require a medical examination as a condition of employment.

Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Thursday 25th September 2025**

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University

