

ST HUGH'S COLLEGE

Job Description & Further Particulars Graduate Trainee Library Assistant St Hugh's College, Oxford

1. Job Title	Graduate Trainee Library Assistant
2. Reports to	Librarian
3. Direct reports	None
4. Salary	£17,062 – 17,628 per annum
5. Hours	37.5 hours a week
6. Key Relationships	College members

The College

St Hugh's College was founded in 1886 as a women's college and became fully mixed in 1986. The College has some c.400 undergraduates and around c.300 graduates, c.58 Fellows, c.30 college lecturers and a non-academic staff of c.90. From its beautiful site in North Oxford, the College promotes a thriving culture of research and intellectual engagement. Information about the College is available on our website at <http://www.st-hughs.ox.ac.uk/>

The College's Art Deco Library is one of the larger and best-stocked college libraries in Oxford, with over 75,000 volumes, as well as an interesting collection of 3,500 rare books. It offers 24-hour access and loans to members of College and is regularly used by students and tutors for study.

The post

We are looking for a friendly, enthusiastic and reliable Graduate Trainee Library Assistant to support the Librarian in the running of the Library.

This is a fixed term post to start on a mutually agreed date in September 2018, and to end on the 31st August 2019.

The Graduate Trainee Library Assistant will play a key role, carrying out routine tasks to ensure library resources are available to users. He or she will have the chance to learn about all aspects of the Library. As part of the post they will participate in the Bodleian Libraries' trainee scheme, which operates under the SCONUL Code of Practice and provides the necessary experience for applying for postgraduate courses in information and library management.

Further details of the Bodleian Libraries' trainee scheme can be found at <http://blogs.bodleian.ox.ac.uk/oxfordtrainees/>

1. Job summary

The Graduate Trainee Library Assistant is responsible for assisting the Librarian to provide efficient library support and services to the College community.

2. Key responsibilities

To assist the Librarian in the day to day running of the library, and have primary responsibility for routine tasks.

Library routine tasks

- To maintain Library order, security and discipline: shelving books and periodicals, tidying shelves, monitoring the alarm system, supervising the reading rooms and ensuring the library rules are being observed
- To assist in running the automated circulation system. Duties include: input and maintenance of reader records, book reservations, assisting with procedures relating to overdue items
- To deal with routine enquiries from readers in person and via telephone and email, and to deal with general library post
- To assist with acquisitions: checking reading lists and recommendations, accessioning books and periodicals, book orders, book processing and labelling; in-house repairs
- To assist readers with using the copier/printer/scanner and maintenance of paper stocks, clearing jams etc.
- To deal with all aspects of the self-service kiosk, copier/ printer/scanner and library PCs
- To assist with the induction of new readers, including the use of SOLO and electronic resources
- To update and monitor of the library's social media sites
- To collate data relating to the use of the library e.g. SCONUL stats, stock check of binding covers
- To offer a document-binding service
- To liaison with Estates Office on issues relating to the care of reading rooms
- To carry out of stock checks
- To assist with on-going projects such as reclassification, relocation and weeding of stock
- To assist with the care and development of the Library's historic collections as instructed by the Librarian, and to help develop exhibitions on these
- To assist with any other library tasks, projects, and events as directed by the Librarian

Other:

- Participate in the Bodleian Libraries' graduate trainee programme.
- Attend other relevant staff development activities where appropriate.

3. Person specification

Candidates will be assessed on the basis of the following selection criteria:

Essential

- Good first degree, or equivalent
- Demonstrable aptitude for following instructions and set procedures
- Excellent communication skills, both written and oral
- Good IT skills
- Ability to work independently as well as part of a team
- Good time management and organisational skills to prioritise and manage a varied daily workload, including project work.
- Willingness to learn
- Ability to carry out physically demanding work, including lifting, carrying and using ladders, for which training will be given

Desirable

- Interest in pursuing a career in librarianship
- Familiarity with social media
- Previous library or other customer-oriented experience

4. Terms and conditions

- One year fixed term contract
- Salary £17,062-£17,628 per annum
- 37.5 hours per week
- Free lunch at all times of the year when College meals are available
- 38 days holiday per year, including public holidays and the Christmas closure
- University Pension Scheme

To apply, complete and submit the application form on-line: www.st-hughs.ox.ac.uk/discover/work-for-us

The deadline application for this post is **Noon Tuesday 29 May 2018**

Interviews for short-listed candidates are provisionally planned for week **commencing of 11 June 2018**

If you have any queries, please email hr@st-hughs.ox.ac.uk or contact HR on (01865)274914.

All appointments are made in accordance with St Hugh's College's Equality Policy and applications are welcomed from a wide range of candidates. The College undertakes not to discriminate unlawfully against any applicant on the basis of any information revealed. The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.