

**School of Theoretical Physics  
Dublin Institute for Advanced Studies**

**Job Title: Librarian/School Administrator**

**Reporting to: Director of the School of Theoretical Physics**

**Library Management:**

Responsible for management of the School's library to meet the ongoing specialist research and information needs of users.

- Responsibility for overall management and development of collections in consultation with Director/Senior Professors.
- Monitoring library budget and provision of regular information to Director on budgetary matters.
- Acquisitions and book processing. Cataloguing and classification
- Provision of information, borrowing services and inter-library loans
- Retaining copies/maintaining a database of the School's reprints
- Provision of services to other users as part of the ALCID scheme
- Maintaining a database of past and present members of the School
- Responsibility for security and health & safety in the Library
- Compiling statistical information on School activities for the School's Annual Report and collating reports on research work from individual into an agreed format
- Dealing with enquiries in relation to School archives
- Undertaking other tasks/duties as directed by the School Director as appropriate to library management.

**Administrative Support:**

- Dealing with general enquiries and correspondence to School liaising with School Director, Registrar's Office and Finance Office as appropriate
- Managing all aspects of Scholarship programme. Process Scholarship applications and maintain necessary records. Liaise with central administration on Scholarship appointments.

- Organising lectures, functions, conferences and other academic/public events including catering & accommodation arrangements, publicity.
- Updating School's website and social media accounts.
- Attending to all practical needs of academic visitors and new starters, including sourcing accommodation and providing assistance with relocation, including advice on travel/visa, health insurance, travel subsistence etc. Arrange for allocation of office accommodation and induction in use of school equipment/facilities, security procedures.
- Assisting PIs/Project Managers with administrative requirements associated with external research projects ensuring deadlines in relation to submission of reports etc. are met. Manage recruitment process for project staff in consultation with Registrar's Office.
- Providing administrative support for staff & scholars (travel, organisation of conferences etc)
- Liaising with central administration on implementation of financial/HR procedures.
- Ordering stationery and other items for School as required
- Reporting any maintenance requirements to central administration.
- Undertaking other tasks/duties as directed by the School Director as appropriate to the post.

**Profile of Candidate:**

- Recognised qualification in Librarianship and relevant professional library experience, preferably in an academic library
- Excellent organisational, communication and interpersonal skills
- Excellent IT skills, preferably with knowledge of Koha Library Management system, proficiency in Microsoft packages
- Administrative experience and ability to work independently
- Knowledge of and interest in mathematics/theoretical physics would be an advantage
- Knowledge of social media platforms such as Facebook and Twitter.