Ollscoil Mhá Nuad
Maynooth University

Library
Library Assistant
(General Collections & Finance)
(Permanent)

The Role

Maynooth University is committed to a strategy in which excellence in research and scholarship and outstanding education are mutually reinforcing and equally valued.

We are seeking a committed, proactive and detail-oriented individual to support the work of the Library, within the General Collections & Finance section. The successful candidate will support the acquisition, management and discoverability of library collections and resources across a range of formats. They will contribute to the effective administration of acquisitions and collection management workflows, provide support for financial monitoring and reporting, and assist in the delivery and development of library services. The postholder will work collaboratively with library colleagues, academic departments and suppliers to ensure the efficient operation of the Library's collections and resource management activities.

Principal Duties

Administrative and other duties:

These will include:

- Process orders for print and ebooks, ensuring materials are acquired and made available in a timely manner
- Monitor departmental book budgets and prepare financial and statistical information and reports as required

- Coordinate and promote new publications by staff of Maynooth University and St Patrick's Pontifical University
- Manage the day-to-day accessioning and processing of print journal collections
- Respond professionally and efficiently to enquiries from students, academic staff, suppliers and library colleagues
- Maintain accurate bibliographic, acquisitions and holdings data within the Library Services Platform and associated systems.
- Compile, analyse and report on statistical data using LibInsight, Alma Analytics and other relevant systems
- Contribute to service development initiatives, projects and continuous improvement activities across the Library
- Participate in library working groups, committees and cross-functional activities as required
- Undertake other duties as assigned by the University Librarian or their nominee.

The ideal candidate will have:

Essential Requirements

- Excellent communication and interpersonal skills, with the ability to work effectively both independently and as part of a team
- Strong organisational and time-management skills, with the ability to prioritise workloads and manage competing deadlines
- A commitment to delivering high-quality customer service and responding effectively to changing priorities.
- Excellent attention to detail and accuracy, together with strong problem-solving skills
- Strong IT skills including MS Office applications and Library Services Platforms or similar

Desirable Requirements

- Previous experience in an academic library
- Experience using Alma, the Library's Services Platform

The Library

There are two main buildings - 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 17,000 students on a campus with 18th century roots and 21st century dynamism.

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. We offer a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education, along with a range of international programmes and partnerships.

The strategic trajectory and accomplishments of Maynooth University, 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 ranked in the top 90 global Times Higher Education (THE) Young University rankings in 2024. 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'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;
- It is anticipated that interviews will be held in January 2027.
- The appointment is expected to take effect 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 Race and Equality action plans. We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

Maynooth University is an equal opportunities employer and is committed to supporting applicants to enable their full participation in the recruitment process. Applicants are invited to disclose a disability during the recruitment process to ensure adequate measures are in place to enable their full participation.

Terms and Conditions

Tenure	This is a full-time, permanent post.
Salary	Library Assistant (2026): €31,377 – €50,525 p.a. (15 points) Appointments will be made in accordance with public sector pay provisions.
Hours of work	A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions). 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	Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
University policies and schemes	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at: https://www.maynoothuniversity.ie/university-policies https://www.maynoothuniversity.ie/human-resources/policies
Pension	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
Eligibility	Applications from non-EU/EEA/UK candidates are welcome where eligibility to work in Ireland can be demonstrated or where an employment permit can be obtained in line with Department of Enterprise, Trade and Employment requirements.

	Please note that not all roles are eligible for employment permits, and applicants are responsible for ensuring they meet the relevant immigration and employment permission requirements. Further information regarding eligibility is available at: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/ 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. **Former Irish Public Service employees - Certain Restrictions on Eligibility** 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: • 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) 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.
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

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 **Sunday, 29th November 2026.**

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