ST HILDA'S COLLEGE, OXFORD

ASSISTANT LIBRARIAN

St Hilda's is a constituent college of the University of Oxford with approximately 400 undergraduate and 190 graduate students. Originally founded as a women’s college, it changed its statutes in 2008 to allow the admission of men and now admits male and female students in roughly equal numbers. (Further information about the college is available on the website: http://www.sthildas.ox.ac.uk).

The College seeks to appoint a qualified librarian, to assist the College Librarian in running this busy undergraduate lending library. We are looking for an enthusiastic, committed, and self-motivated individual, who would enjoy working as part of a small team, and would bring a creative and innovative approach to developing reader services.

Although our ideal candidate would have some post qualification experience, we are very willing to consider someone recently qualified who can demonstrate their suitability for the post.

The Library is primarily an undergraduate working library, (though it does have some more specialised research collections), and aims to provide for the needs of our students across a wide range of subjects. It contains over 60,000 volumes. It is staffed by: the Librarian, the Assistant Librarian and an annual Graduate Trainee. We also have a part-time Archivist who manages the separate archive collection.

The Assistant Librarian would have overall responsibility for the circulation system, but would also be expected to be adaptable enough to perform the wide variety of tasks necessary to the successful running of the library. The Library has been computerised since 1991, using the Heritage library management system.

The Assistant Librarian would be required to participate in and develop the induction and training courses provided for users of the library, particularly in the use of electronic resources. Good oral and written communication skills are essential. He/she would also be encouraged to attend courses to develop professional skills, and to undertake projects and develop initiatives in accordance with individual strengths and abilities.

Hours: 35 hours per week, by arrangement with the Librarian.

Salary scale: £24,565-£29,301. Free lunches are provided on working days.

Applications A covering letter, including curriculum vitae and the names of two referees, should be sent to the Librarian, Maria Croghan, St Hildas's College, Oxford, OX4 1DY, by 12 noon on Friday, 25 August 2017. The covering letter should explain
how you meet the person specification for this post. You are also requested to complete a recruitment monitoring form which should be returned for the attention of Anne Allan in a separate envelope or by email.

We are hoping to interview the shortlisted candidates in the week commencing Monday, 28th August. We are also happy to accept applications via email; please send them to: maria.croghan@st-hildas.ox.ac.uk