



Library Assistant (6 month Fixed term Contract)

A Library Assistant role has become available in the IMI Knowledge Centre Library. Primarily, the position provides front-line reference and administrative services for our multiple user groups. Reporting to the Knowledge Manager, the successful candidate will join an enthusiastic team with a strong customer service ethos. The position would suit an individual looking for library experience before or after earning the MLIS qualification.

About us

Leadership. It's more than a job – it's a mindset. It's the capacity to inspire, empower and create new possibilities.

IMI's mission, and passion, is to equip leaders to build the future. We are world-class specialists in enabling and inspiring leadership performance. We challenge and support leaders to fulfil their ambition - unlocking their potential and giving them the skills to deliver exceptional performance.

We've been shaping world-class executives for over sixty years. Founded by business leaders, for business leaders, in partnership with UCC's expert research faculty, we deliver intensively practical executive education that works in the real world. Our unique global rankings are a testament to our impact.

Any day spent at IMI challenges assumptions, deepens perspective and amplifies ability to lead. Do you have what it takes to work with IMI? Join us on our mission to equip leaders to build the future, and you will shape the future of leadership in Ireland.

IMI. Inspiring Leadership Performance.

Key Responsibilities

(Key responsibilities include, but may not be limited to):

- Provide frontline library service to all our user groups (course participants, corporate members, and internal IMI staff) in-person and remotely.
- Provide reference service including research and reference queries
- Carry out administrative duties critical to the day-to-day operation of the library such as user account maintenance, shelving, book processing, overdue, inter-library loans, etc.
- Contribute to strategic initiatives such the library outreach plan, drafting and editing web content including blogs, drafting and editing resource guides, etc.
- Carry out other duties as appropriate to the role when assigned

Candidate Requirements

- A third level qualification is required.
- An interest in pursuing a career in Librarianship
- Excellent customer service, interpersonal, and communication skills
- Professional, flexible and enthusiastic attitude
- Ability to multi-task and prioritise effectively
- Ability to work on own initiative and as part of a team
- Proficiency with MS Office software and basic IT skills
- Previous library experience is desirable but not a requirement for the position

Only candidates who have valid work permit for Ireland or EU Passport / Irish Citizenship holder will be considered

DUE TO THE HIGH VOLUME OF REPLIES, ONLY CANDIDATES WHO ARE SHORTLISTED FOR INTERVIEW WILL BE CONTACTED.

How to apply:

All applications must be submitted through IMI's applicant tracking system at:

<https://imi.peoplehr.net/Pages/JobBoard/Opening.aspx?v=ceee2b90-afae-41a8-b129-daca0b8d2bf3>

Closing date for applications is Tuesday 17th August 2021

Applications should include:

1. A comprehensive CV giving details of relevant achievements and experience in previous positions as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this position, providing evidence of your ability to match the criteria outlined in the Candidate Requirements.

Our six core values

IMI is defined by its culture. We are a passionate, progressive, positive organisation – deeply committed to delivering on our mission and inspiring great leadership performance. Our six values (presented overleaf) describe the way we work at IMI and the standards we hold ourselves accountable to every day. We are seeking like-minded professionals to join our team. The fit between applicants and our values plays a significant role in every IMI recruitment process.

If IMI sounds like an organisation and culture in which you think you would thrive, we would welcome your application to join our growing team.



