**The Register of Support Providers at Queen’s University**

**Library Assistant**

**Role Purpose**

To provide one-to-one assistance in university libraries.

**Main Duties**

* To assist students in using the library catalogue system to locate and retrieve resources.
* To assist with photocopying.
* To assist with accessing online resources.
* To adhere to the Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

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**Library Assistant**

**Person Specification**

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| **Educational and Professional Qualifications** | Essential | Educated to A-Level standard or equivalent, e.g., BTech, HDN, Irish Leaving Certificates, Scottish Highers, Foundation Certificate. |
| Desirable | Educated to degree level or equivalent. |
| **Previous Experience / Training** | Essential | Experience of using library cataloguing systems. |
| Desirable | Experience of working in a library environment.  Experience of working with the relevant university/college catalogue system.  Experience of working with disabled people. |
| **Job Related Achievements** | Essential | Ability to use library cataloguing systems. |
| **Inter-personal Skills** | Essential | Good communication skills.  Awareness of confidentiality.  Good interpersonal skills. |
| **Special Factors** | Desirable | Flexibility over working hours. |