



Library Assistant

Department:

Student Services & Experience –
Library (Transformation)
Ref: SSE-048/P

Salary:

Salary in the range of £20,546 -
£22,662 per annum

***Closing date for applications:**

12:00 noon on Monday 12
December 2022

Interviews are expected to take
place week commencing 9 January
2023.

An application form, job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> or requested by email: jobs@bolton.ac.uk.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all applications submitted.

If an applicant is interested in more than one vacancy, a separate application must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the University reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

Are you interested in joining the number one University in Greater Manchester for student satisfaction?

We have an exciting opportunity for a highly motivated, customer-focused person to join our Library Service to meet the demands of staff, students and external customers across a range of duties and activities.

We are looking for someone who is enthusiastic, dynamic, and motivated to join the University at an exciting time in its development.

Your main duties will be to provide high quality support on a fast-paced Help Desk and our online support channels, answering or referring when necessary, library and basic IT queries with administrative tasks such as cash handling and room bookings.

Reporting to the Library Manager, the post holder will have day to day responsibility for the delivery of the Library Services. You will have a strong desire to develop core competencies and be a key member of the Student Services team. With demonstrable experience of working within customer services, you will be an excellent communicator, skilled at developing and sustaining productive relationships across institutional related activities.

You will need excellent interpersonal and communication skills with a willingness and ability to learn quickly.

The successful candidate will have effective written and verbal communication skills and be able to maintain a confidential helpful and cooperative manner when working under pressure. You should be committed to working with a diverse student body and be able to show sensitivity to individual difference. In order to meet the needs of the University and Library Services, a flexible approach to working patterns / hours is an essential requirement of this role.