

Library Assistant – Grade 3

Full Time – Permanent
Library & Student Services
Ref: LSS-007/P

Salary in the range of £18,189 – £20,836 per annum

Closing date for applications is **12.00 noon on Monday 14 January 2019**
Interview are expected to take place week commencing Monday 28 January 2019

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 users across a range of duties and activities.

Your main duties will include high quality administration of library processes such as acquisition, invoicing and liaison with suppliers and borrowers.

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

An application form, job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/places/professional-services/hr/vacancies/> or requested by email: jobs@bolton.ac.uk. Alternatively, please telephone our 24 hour answering service on 01204 903 579 (Please leave your home address details). Please remember to quote the position reference number.

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 documentation submitted.

If an applicant is interested in more than one vacancy, a separate application form 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.

The University of Bolton strives to achieve equality of opportunity