JOB DESCRIPTION

Job Title:	Reading List Assistant (Part Time)
Department /Faculty:	Library/ Professional Services
Grade:	RHUL 2
Hours:	15-20 hours per week
Reporting to:	Reading List Project Manager
Responsible for:	n/a

Job Purpose
The Library has an online Reading List system, which provides easy to access information on reading materials for all course modules. This post holder will (as part of a team) have responsibility for inputting reading list materials in to the System, to a high standard and indicating where additional stock is required. **The main responsibilities of the post are:** Following a set of instructions, input resource information from course module reading lists in to the Library's online Reading List system (Talis Aspire).

Key responsibilities and outcomes: (most frequent duties first)
1. Under the supervision of the Reading List Project Manager and staff in the Library Academic Liaison team, assist with the process of inputting reading list materials into the Reading List system. 2. Working as part of a team, ensure details and the quality of the data entered is high. 3. Carry out (where appropriate) checks of reading list content against current stock, highlighting and pricing items where additional stock is required. 4. Carry out administrative tasks, such as checking team emails, as required. 5. Assist with further development and project work, as appropriate 6. Such other duties as the Librarian may reasonably require.

Other duties:
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager. The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Department/Faculty: Library

Job Title: Reading List Assistant	Department: Library		
	Essential	**Desirable**	**Tested by** (Application form, Interview, Test)
Knowledge, Education, Qualifications and Training			
Relevant work experience in library or information service		x	Application form
Educated to GCE 'A' Level or equivalent	x		Application form/Interview
Skills and/or Abilities			
Ability to work with standard IT applications and web-based systems	x		Application form/Interview/Test
Good communication and interpersonal skills	x		Application form/Interview
Ability to build and maintain effective working relationships with colleagues and to work as part of a team	x		Application form/Interview
A versatile, adaptable and enthusiastic attitude and ability to use initiative in a busy, changing environment	x		Application form/Interview
Demonstrable experience of good administrative skills and excellent attention to detail	x		Application form/Interview/Test
Willingness to undertake regular tasks without specific request	x		Application form/Interview
Experience Experience of working in an academic library		x	Application form/Interview
Other requirements Ability to undertake physical duties associated with the role	x		Interview/Test
A commitment to participate in personal development	x		Application form/Interview