

Edinburgh Job – Resources Assistants (Libraries)

Two Edinburgh jobs with Jewel & Esk College are on offer today, through S1 jobs who advertise the positions [here](#).

The advert runs as follows:-

One full time position: £18,592 p/a, 36.25 hours p/w (throughout the year)

One part time sessional position: £7,971 p/a, 18 hours p/w (40 weeks per year)

Fixed term contracts: (18 months)

Location: Edinburgh Campus (Milton Road East) & Midlothian Campus (Eskbank, Dalkeith)

We are seeking two Resources Assistants to help our existing library team provide a comprehensive library and information service to our students and staff.

The focus of your role will be to help our learners access and use resources such as books, DVDs and a wide variety of electronic resources. You will assist in supervising the study area to ensure compliance with the library code of conduct, and help to promote library services to learners by delivering short presentations to classes.

You will have at least an HNC or equivalent in Library and Information Science, plus relevant experience. You will enjoy helping people, have a flexible approach to work and

have excellent interpersonal and communication skills.

Your excellent ICT skills, including the ability to access resources electronically, will be key to your success in this role.

You will work at both our Edinburgh Campus and our Midlothian Campus, and work evenings (normally one per week) according to evening class demands.

To apply, please press the Apply button and follow the application instructions listed.

Closing date: 8.30am on Monday 3 October 2011