

Oxford Centre for Islamic Studies

An institution for the advanced study of Islam and the Muslim world



Assistant Librarian

Salary range: £33,232- £39,105 per annum plus benefits

Hours of work: 37.5 hours per week

Location: Marston Road, Oxford OX3 0EE

Applications are invited for the post of a full-time Assistant Librarian at the Centre.

The primary responsibility of the post holder will be to assist the Librarian in developing the collection and services, and in maintaining relationships with the Bodleian and other relevant libraries. For further particulars please visit: <http://www.oxcis.ac.uk/vacancies/>

To apply please email recruitment@oxcis.ac.uk, attaching a CV, a supporting letter explaining how you meet the person specification, and details of two referees.

Closing date for applications is **25 April 2025**. Shortlisted candidates will be interviewed in the week commencing 12 May 2025.

Job Description

Assistant Librarian

Responsible to:	The Librarian
Hours of work:	37.5 hours per week. Working hours 9.00am to 5.30pm. Some flexibility will be required at busy periods.
Salary:	In the range of £33,232- £39,105 per annum
Benefits:	35 days leave per annum, including public holidays; Enrolment into USS pension scheme; lunches provided during term time (when available); free parking (while available).

MAIN RESPONSIBILITIES

The core duties and responsibilities of the post are:

Reader Services:

- Dealing with email, phone or front-desk enquiries from students and researchers.
- Assisting internal and public access to the Library collections, offering support on a one-to-one basis.
- Assisting with the retrieval and re-shelving of requested material
- Participating in and delivering onsite and offsite information services such as induction and information skills training.
- Photocopying and scanning of requested material in line with copyright policy.
- Collecting and analyzing reader's data (in accordance with the GDPR regulations) in order to support the evaluation of services.

Collection management:

- Cataloguing and copy-cataloguing of material in Arabic and Western languages according to RDA/MARC21 standard using Library of Congress classification
- Receiving and processing serials and monographs
- Retrieving reports and statistics from ALMA as requested for related committees and meetings
- Developing and maintaining statistics relevant to the Centre's collection
- Supporting the Librarian in book acquisitions, content selection and overall administration of donations
- Participating in annual audit, retention, storage and disposal of the library collections.
- Keeping up to date with the developments of the library management system (ALMA) and all related software (eg. SOLO) through the OLIS mailing list and Bodleian technical services.

Library Management:

- Deputizing for the Librarian in her absence
- Managing the Library budget together with the Librarian

- General management of the Library supply material (keeping stock, placing orders, dealing with vendors and shipment companies, budgeting)
- General management of the Library documentation together with the Librarian
- General open-shelf and stack space management
- Assisting the Librarian with the training and supervision of the Library Assistants
- Acting as a Secretary to the termly meetings of the Library Committee
- Participating in a staff rota if required

Outreach:

- Participating in the organization of Library book displays
- Collaborating with relevant inhouse and external partners in support of the Library's public activities
- Updating information on the Library website
- Attending Centre functions to promote the Library's interests
- Participating as required in external meetings relevant to the Library's work (MELCom UK, Melibox, etc.)

The duties listed above may be varied from time to time, and the post-holder will be expected to undertake additional duties as appropriate to the grade.

PERSON SPECIFICATION

Essential:

- Honours degree or equivalent, in a subject area related to Middle East or Islamic studies.
- Excellent standard of oral and written English.
- Good to excellent knowledge of Arabic.
- Excellent IT skills and knowledge of Microsoft Office.
- A good understanding of electronic information resources and digital media.
- Cataloguing experience and knowledge of relevant cataloguing standards (AACR2/MARC/RDA)
- Knowledge and experience with library management systems
- Previous experience of at least 3 years in a paid position in an academic library.
- Accuracy and attention to detail.
- Excellent interpersonal skills.
- Ability to work independently and to collaborate as part of a team.
- Ability to manage time effectively and prioritize the most important tasks.
- A readiness to participate in the wider intellectual and social life of the Centre.

Desirable:

- Experience in writing reports

- Knowledge of the educational and informational infrastructure related to the field of Islamic Studies in the UK and Oxford in particular.
- Knowledge of Persian and/or Urdu.
- Knowledge of Data Protection legislation and understanding of Information Security.
- Experience with managing budgets.
- A professional qualification in librarianship or information science.

Background to the Oxford Centre for Islamic Studies

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). The Patron of the Centre is HM the King. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports teaching and research, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides full details of the Centre's work, is at www.oxcis.ac.uk.

The Centre Building

The Centre purpose-built premises on Marston Road, Oxford combine the academic, social, and residential functions. The Centre's premises, which brings together the traditional Oxford and Islamic architectural styles, occupies a 3.25-acre site. The premises provides accommodation for up to 66 scholars and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and Diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant