

VACANCY NOTICE IUE/12/2004

coupled with a notice for an open competition on the basis of qualifications and interview

Nature of post: permanent post of bracket B4/B5 -(grade B5)- Administrative Assistant - Electronic resources librarian

Unit to which post is attached: EUI Library

Duration of contract: Four years, with possibility of renewal

Description of duties: The successful candidate will be in charge of the development and delivery of e-resources, in liaison with the Systems Librarian and Library management. The person will report directly to the Director of the Library

Responsibilities:

- Developing, organising and monitoring electronic collections (periodicals & serials)
- Assisting with the implementation of electronic resources management tools and applications.
- Dealing with policy issues such as preservation, metadata, licensing, and webservice
- Facilitating access to e-collections
- Dealing with projects using metasearch engines
- Taking an active part in special projects and working groups
- Support to public service points

Qualifications required:

- University degree in librarianship or information science, or equivalent professional experience, preferably in a academic research library
- Knowledge of electronic information resources
- Extensive IT knowledge and user skills (e.g.open URL)
- Familiarity with XML metadata and collection description standards for e-resources.
- Ability to work independently in a rapidly changing and demanding environment.
- Ability to work as part of a multinational team
- Proactive approach.

Language:

- excellent knowledge of English
- Good knowledge of a second official EU language

Interview:

Interview of the candidate by Selection Board members, enabling assessment of the candidate's ability to

- ☐ carry out the tasks of the post,
- ☐ work in an international academic institution,
- ☐ exercise language skills.

Assessment on the basis of qualifications and marking of interview :

- Marking : 0 : 40 for the assessment on the basis of qualifications,
- Marking : 0 : 60 for the interview by the Selection Board.

The net monthly salary after taxes will be approx. 2.600 euro . Additionally, there are family allowances (household allowance, dependent child allowance, education allowance) and, on certain conditions, expatriation allowance (approx. 16% of salary).

The European University Institute is an academic organization, founded in the early 1970's by the Member States of the European Union, and charged with teaching and research at the highest academic level in the social and human sciences with special reference to Europe.

The European University Institute is an equal opportunity employer.

The outcome of the competition may open up possibilities of internal mobility.

Applications (for which there is no form to fill in) should refer to open competition IUE/12/2004 and should be sent accompanied by relevant documents and including the names of two referees from whom references might be sought, to:

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DEADLINE FOR RECEIPT OF APPLICATIONS: 16 December 2004

Starting date: by negotiation

Gianfranco VARVESI