



FULL-TIME ASSISTANT LIBRARIAN AT THE BRITISH SCHOOL AT ATHENS

Assistant Librarian at the British School at Athens

The British School at Athens (BSA), an institute for advanced research in the Humanities and Social Sciences, seeks a full-time **Assistant Librarian** to support the Senior Librarian in the development and operation of an academic research library serving post graduate research on the Hellenic world. This position is both managerial and administrative, focusing on positive interaction with the library's users.

The assistant librarian:

- Is responsible for management and administration of the Library, including supervising student and volunteer staff, preparing invoices, correspondence and maintenance needs.
- Carries out reception duties, including assisting readers, answering requests for bibliographic information, receiving deliveries, checking readers' cards.
- Performs routine library functions including book and periodical shelving
- Is responsible for maintenance of the collection and the provision of technical services, including the processing and cataloguing of new acquisitions to international standards
- Is skilled in library automated systems, as well as possessing good general ICT skills
- Works collaboratively with the Librarian and other colleagues to facilitate the BSA's broader fundraising initiatives.

You will have a degree or in Library and Information Science. You will speak English and modern Greek, and will ideally have work experience in Academic or Research libraries. You will have a familiarity with library automation systems (ALEPH 500 desirable), a good knowledge of international cataloguing standards (AACR2, RDA, MARC21, LCSH), and excellent information retrieval skills, plus familiarity in searching bibliographic and full-text databases. Experience with Data Management Systems (e.g. Axiell EMu) is desirable, as are excellent social and organizational skills, and an ability to multitask. You will be expected to live and work in Athens.

The salary will be up to €30,000 with health insurance. The position is available from **1st July 2021**. A probationary period will apply.

Further details are available at: <http://www.bsa.ac.uk>. Informal enquiries about the post may be addressed to the BSA Director, Professor John Bennet (director@bsa.ac.uk).

The closing date for applications is **Friday 16 April 2021**. Interviews will be held in Athens or via teleconferencing (Zoom) on **Thursday 6 May 2021**.

Application:

Applications should be sent **as an email attachment** to the BSA at school.administrator@bsa.ac.uk by the **closing date**.

Applicants are asked to supply the following:

- ✓ A covering letter (of no more than two pages), containing the applicant's contact details, outlining their reasons for applying, giving details of supporting enclosures, and summarising the applicant's principal qualifications for the job;
- ✓ A curriculum vitae, giving details of past employment, academic and other qualifications, language skills, and other relevant experience;
- ✓ The names, addresses, telephone numbers and email addresses of two referees familiar with the applicant's qualifications and experience, whom the applicant has contacted in advance and who have agreed to supply letters of reference which they will send to school.administrator@bsa.ac.uk **by the closing date**.