

VACANCY NOTICE V/AD/LIB/1/2024

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list for the post of

Outreach Librarian in the Library (Temporary Agent, type 2a, AST03¹)

The European University Institute (EUI) seeks a dynamic and highly motivated **Outreach Librarian** to develop and implement effective communication strategies to promote the Library's services and resources to the academic community.

The successful candidate will work to build stronger relationships with faculty members and academic units and with services. They will provide customized communication support that meets their specific needs, including developing communication plans to promote research initiatives, organizing seminars and workshops on information literacy. They will collaborate with faculty to integrate Library resources into their course curricula.

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies, and advanced research**;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>



Our Unit



The EUI **Library** (currently under LITS - Library and Information Technologies Service) supports research at the Institute with a team of 20 librarians and information specialists. Over 40 years of investment in collections, services and infrastructure have resulted in an internationally recognised social science research library, valued for its multi-national character and the high quality of its collections with a special emphasis on Europe.

¹ cf. Annex II

Most of the Library's print holdings are on open shelving. In addition, the Library provides its users access to an extensive collection of databases, full text e-journals, eBooks and electronic working papers. The Library has the status of European Documentation Centre (EDC), an official depository of EU publications and documents. The EUI subscribes to the principle of Open Access. Library staff strives to work with the academic community to increase the content, coverage and visibility of the EUI research repository, Cadmus.

Your Key Responsibilities

Under the supervision of the LITS Director, the **Outreach Librarian** will work to communicate effectively with the EUI community, enhance its outreach efforts, and build stronger relationships with faculty members and academic departments.

The main duties may include the following:

Representation/ Communication

- Representing the Library internally and externally, including participation in working groups;
- Enhancing the Library's communications efforts to students, faculty, and staff through various communication channels, including social media, e-mail, newsletters, and targeted messaging;
- Providing customised communication support to the EUI's academic community, including developing communication plans to promote research initiatives, organising seminars and workshops on information literacy, and collaborating with faculty to integrate library resources into their course curricula;
- Collaborating with the Communications Service ensuring compliance with the EUI's Communications Strategy and the general guidelines concerning EUI communications, including the EUI's corporate/ visual identity;
- Preparing and disseminating news and information inside and outside the Library;
- Promoting and seeking feedback on library services and resources;
- Publicising and promoting library information and digital literacy guidelines.

Policy/ Strategy Making

- Developing and implementing an effective communication and outreach strategies to promote the Library's services and resources to the academic community;

Level of autonomy and accountability

- Reporting directly to the Director; high level of autonomy.

Managing People/ Role in HR processes

- Coaching and supervising the work of trainees and, where applicable, other staff.

Level of Expertise

- Acting as subject matter specialist for the outreach activities for Library services and resources;

- Staying abreast of developments in the fields of outreach and engagement, user experience, design, and accessibility.

Budget Management

- Contributing by providing insights and data, for example for the drafting of the Library's annual report;
- Preparing budget estimates.

Role in administrative processes

- Leading the Library's activities to consistently create a friendly, inviting, and highly usable experience for all users, both through graphic and digital design of library web and systems interfaces, and through outreach materials such as posters, videos, signs and wayfinding materials for the premises of the Library;
- Managing, organising and updating the library web site and social media;
- Developing assessments to understand and improve how users experience library spaces;
- Contributing to Library's programmes and projects by providing administrative and logistical support and handling various administrative tasks.

Your Key Competencies

All staff at the **EUI** share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies needed for the **role** include:

- Project & Task Management
- Working with others
- Sharing Knowledge
- Communication
- Knowledge – IT (XML, HTML, ILS, CMS)
- Stakeholders Orientation
- Critical and analytical skills

The competencies mentioned above may be assessed at the written test and/or interview stage.

Read more on [EUI Competency Framework](#)

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and administrative staff of approximately 85 different nationalities;



- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills training opportunities;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.

Read more on [Work and Life of EUI Support Staff](#).

How To Apply

Applications must be submitted electronically using the **online application form** available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 29/02/2024 at 23:59 CET

Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question their suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties².

2. Specific conditions

2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma³, or
- A level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.3.

2.2. Knowledge of Languages⁴

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

2.3. Professional experience⁵

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least **three years** of relevant professional experience gained after obtaining the diploma required under 2.1.

² As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants

³ Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate; otherwise, your application will be deemed ineligible.

⁴ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

⁵ Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

SELECTION CRITERIA

Applications that fulfil the above Eligibility Criteria will be assessed against the following requirements:

Essential

- At least 3 years of relevant work experience in library communication or in a similar position, including liaising with scholarly, librarian, local or international partners;
- Proven experience with tools and research infrastructure used in library environments (e.g., OPACS, discovery tools, etc.) and with implementation of library UX methods and tools;
- Proven experience in developing and implementing engagement and dissemination activities and in communicating and promoting library activities, services and collections;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Diploma in Information/Communications Sciences or Library and Information Sciences;
- Work experience in academic and/or research libraries;
- Proven experience with platforms such as Ex Libris Alma/Primo, especially in configuring and customising end user services and interfaces;
- Experience in creating multimedia materials and managing social media channels.

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the “Your key competencies” section on page 3.