

LIBRARY SERVICES ASSISTANT

JOB DESCRIPTION

The part-time Library Services Assistant forms an integral member of the Scotch library team. This team seeks to provide a high quality of service to all members of our community. Breaking away from the traditional roles of library support staff, this role will be an active member of a team that is looking to the future of libraries and the multitude of services that they now offer.

The non-teaching position of Library Services Assistant will explore the boundaries of the libraries while maintaining a healthy balance with the day-to-day demands of an active library environment. The Library Services Assistant will work with students from Year 1 – 12, with a greater emphasis on the Junior and Middle School classes.

A key aspect of this role is a love of literature and active participation in reading all different formats and genres. You role model a passion and enthusiasm for reading and engages in our boys an enthusiasm for reading. The ability to be organised and to provide a high level of customer service are also key characteristics that the successful application will need to have in abundance.

Reports to: Head of Library, Information & Research Services

Main Duties:

- Maintains and assists with all circulation items for the Junior and Middle School Teacher Librarians. Essentially your desk full time, will be at circulation handling all enquiries
- Works with the Library Services Specialist to ensure resources are processed and available to boys and the school community quickly and efficiently (training will be provided)
- Work with parents as they volunteer within the library space
- Provide direct assistance to the Teacher Librarians
- Create display content for various special projects around the College in both print and digital forms
- Participate and actively contribute to fortnightly after school library meetings
- Meet fortnightly with other library support staff to ensure continuity of services
- Support all Library public relations events
- Proactive approach to the generation of lists for teacher librarians and teachers on the various topics covered in the curriculum
- Actively foster development of the library helpers program for students
- A general understanding of the International Baccalaureate framework to ensure that the way resources are catalogued support the PYP, MYP and DP programs
- Work with 1Degree (ICT Help Desk) located in the library to ensure library knowledge and ICT knowledge is shared and services maintained
- Write book reviews to promote new titles in the collection
- Work Collaboratively, at times, with the Presbyterian Ladies College team on a regular basis

Qualifications:

- A library related qualification is desirable, however not essential

Skills and abilities required:

- Recent customer service experience
- Excellent Mac environment knowledge. (Mac OSX, Page, Keynote)
- Willing to learn library systems
- Sound knowledge of various multimedia applications with an ability to create simple graphics and video clips for both internal and external publications
- Knowledge of the Australian Curriculum
- Sound ability to understand the web interface of a web OPAC
- Flexibility in all aspects of job
- Ability to handle rapid change
- Work with the community, particularly parents, as they help with various tasks in and around the library
- Ability to prioritise different requests to ensure a sound workflow
- Efficiency in all tasks undertaken
- Ability to engage with students and staff professionally
- Ability to manage the behaviour and conduct of boys in a library context

General Conditions:

- Four weeks' annual leave per annum (pro rata) during non-term time
- Working with Children and DET Police clearances are required
- General conditions as per the Educational Services (Schools) General Staff Award 2010 and the Scotch College Administrative and Technical Officers' Additional Conditions 2014