

# LIBRARY SERVICES ASSISTANT

**Casual, Evenings**

## **JOB OVERVIEW**

The Library Services Assistant (Evenings) is a position that the College that will be stationed in the Senior School Library to support evening study opportunities for our year 9 – 12 students. The hours for this role will be from 4:00pm till 7:00pm Monday through to Thursday term time only with possible additional hours.

The role of the Library Services Assistant (Evening) will be to staff the library circulation desk and provide a point of contact for boys that use the library in the evening. Ideally the successful applicant will be able to balance a challenging role of assisting boys with homework (where possible) and complete tasks for the library in preparation for the following day. Other desirable skills include:

- Excellent English and Grammar to assist in proof reading student work
- Sound skills with Apple Mac computers
- Sound skills in producing and manipulating documents/pictures and media files
- Ability to work self-directed on projects that can be completed in the evening.
- The ability to supervise adolescent boys as they complete study and research.

The successful candidate will need proof of, or be eligible to undertake, a Department of Education National Criminal Check/Police Clearance and a Working with Children Clearance.

There is a view to commence this casual position in November 2014.

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It is our preference that applications are submitted via the Employment page of the Scotch College website [www.scotch.wa.edu.au/view/employment/](http://www.scotch.wa.edu.au/view/employment/) with the names and contact details of two professional referees. Alternatively applications may be submitted in writing, on A4 paper stapled in the left hand corner to the HR Officer, Scotch College, PO Box 223, Claremont WA 6910. No heavy or plastic folders please.

Closing Date: 4pm Thursday 13 November 2014

Enquiries To: Mr Bradley Tyrrell, Head of Library, Information and Research Services  
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