



CHRISTIAN COLLEGE

GEELONG

Applications are invited for the following position at a fine independent College in Geelong renowned for excellence and Christian values.

LIBRARY ASSISTANT

This is a replacement, part-time position, located at our Senior School in Waurn Ponds.

The successful applicant will commence Term 1, 2014 and will be on-going with 30 hours per week.

Previous experience and successful completion of Certificate III in 'Information Services' is desirable.

Applications should be forwarded to:

Secretary to the Principal
18 Burdekin Rd, Highton Vic 3216
principal@ccg.vic.edu.au

CLOSING DATE: Tuesday, 4th February 2014



**CHRISTIAN
COLLEGE**
G E E L O N G

POSITION DESCRIPTION: Senior School Library Assistant

Day to Day tasks:

- Undertake circulation desk duties as rostered
- Undertake maintenance of loan system including running regular overdue notification
- Undertake processing of library materials before and after the cataloguing process
- Assist students and staff to access information and materials
- Refer customers to specialist staff when necessary
- Assist with the shelving, display and promotion of library material
- Assist with the process of stocktake and withdrawal of library materials
- Assist the Teacher Librarians in delivering programs suitable for all Christian College members
- Notify the Teacher Librarians regarding repairs and maintenance
- Assist the Teacher Librarians with the promotion of electronic and virtual library services
- Notify the Teacher Librarians of any information technology issues and problems within the library
- Assist students and staff with basic information technology queries.
- Undertake any duties as directed by the Teacher Librarians

Qualifications:

- Certificate 111 Information Services – desirable
- Library or Information services experience – desirable

Personal attributes:

- Work effectively with others
- Keen to learn

Employment:

- Part time – 30 hours per week