



**CHRISTIAN
COLLEGE**

GEELONG

POSITION DESCRIPTION: LIBRARY ASSISTANT CHRISTIAN COLLEGE INSTITUTE OF SENIOR EDUCATION

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the outcomes required and expected by the Christian College community.

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:

- Full-Time 38 hours per week



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Applications are invited from dedicated individuals who desire to work in a fine Independent College where academic excellence and Christian values are emphasized.

The following positions commence Term 1, 2016 and are based at one of the College campuses around Geelong:

- **OUTDOOR & ENVIRONMENTAL STUDIES TEACHER** *Years 7 to 9*
- **MIDDLE SCHOOL DANCE/DRAMA TEACHER** *Part-time 0.36
6 month Maternity Replacement Position*
- **LIBRARY ASSISTANT**
- **OUTDOOR EDUCATION ASSISTANT**

Position descriptions can be found on the College website: www.christiancollege.vic.edu.au

Applications should be forwarded to:

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

CLOSING DATE: Monday 26th October, 2015