



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

POSITION DESCRIPTION: Library Assistant Senior School

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 administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Day to Day Tasks

- undertake circulation desk duties as rostered
- undertake maintenance of loan system including running regular overdue notification
- manage and maintain ClickView digital library
- undertake processing of library materials before and after the cataloguing process
- 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

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students and staff
- respond promptly to communications
- show respect to all students and staff
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and safety risk

Qualifications

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

Personal Attributes

- work effectively with others
- keen to learn

Employment

- Full-time/Part-time