



## POSITION DESCRIPTION: Library Assistant Highton Campus

Library assistants support the Librarian and Teaching staff in the management and operation of a library. The successful applicant will be highly organized with excellent interpersonal skills. Their primary duties include helping students locate books, checking books in and out and shelving books according to their categorization.

### 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.

### Responsibilities and Duties

- computer literacy
- stock and shelve items
- preparing and creating displays
- assist students with locating information
- managing enquiries in the Library and via email or telephone
- borrow and return books for students and teachers
- organizing the repair of damaged books
- managing the payment of fines and overdue books
- stock-take collection throughout a two-year cycle

### 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:

- 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 III Library and Information Services – desirable
- Library or Information services experience - desirable

### **Personal Attributes**

- outstanding organizational skills
- excellent written and verbal communication
- exceptional interpersonal skills
- attention to detail and good problem-solving ability
- demonstrate initiative in your role

### **Essential**

- employee Working with Children Card check

### **Employment**

- part-time – 0.8 EFT 4 days per week