Senior Library Assistant
Reporting to: Head of LRC

The role
The Librarian supports and promotes the aims and philosophy of the College. The primary purpose of the position is to assist the Head of the Learning Resource Centre in managing the library and providing a wide range of library services. Senior Library Assistant also contributes to organising and delivering activities such as special events, outreach and promotional programs.

Duties

1. Assisting with management of the library
   - Maintenance of the library management system
   - Ordering and processing of resources and subscriptions
   - Periodical stocktakes of library resources
   - Circulation rosters
   - Student ID card distribution
   - Displays, book lists and promotional material
   - General library appearance and maintenance

2. Reference and research services
   - Staff the Service Desk as assigned, perform Service Desk duties, answer questions and instruct library clients in methods used to locate information
   - Participate in promotion of the collection and reading
   - Assist library clients in utilising technology in their study and work
   - Assist in developing instructional materials for online and face-to-face learning
   - Participate in selection and de-selection of library materials and resources

3. Promotion and Outreach
   - Participate in planning and performing promotional outreach activities
   - Participates in developing and maintaining the library website

4. Professional Development
   - Engage in professional development and continuous improvement

5. Participation in team work and organisational activities
   - Participate in team work
   - Participate in departmental meetings and other activities
   - Contribute to College initiatives as required

Other duties as required
Selection criteria

Essential

• Completed or near-completed degree in library and information studies
• Previous experience in libraries or a similar work setting
• Advanced ICT skills
• Good verbal and written communication skills

Desirable

• Knowledge of literature for young adults
• Familiarity with information literacy issues
• Skills in print and web design