

DOMINIC COLLEGE

A Catholic School in the Salesian Tradition



LIBRARY ASSISTANT K-10 TEMPORARY/FULL TIME (Commencing Term 1 2019)

Process of Application

Applicants are asked to provide in A4 format suitable for photocopying the following:

1. A letter of application
2. An up-to-date Curriculum Vitae
3. Complete the Application for Library Assistant K-10
4. Present a document detailing your understanding of and experience in the Selection Criteria listed below
5. Certified copies of formal qualifications (if the College does not already hold these)

Selection Criteria

This position is a Temporary Position in 2019 with the possibility of becoming permanent in 2020.

This position requires a committed professional with:

- Appropriate qualifications such as Certificate III in Library and Information Services (or an equivalent) and contemporary experience in a library services role.
- Current knowledge and demonstrated experience in delivering library, information and/or customer services to a diverse community – transferable to a school setting.
- A commitment to understanding and applying Catholic values and the Salesian ethos.
- Excellent interpersonal, communication and customer service skills.
- Ability to multi-task and a commitment to providing innovative library services.
- A flexible, positive attitude with a strong work ethic and problem solving skills.
- Proven ability to work productively as a member of a team and contribute to team goals.

- WWVP and Current Driver's License.

Applications should be addressed to:

Ms Beth Gilligan
Principal
Dominic College
PO Box 256
GLENORCHY TAS 7010

Or email: employment@dominic.tas.edu.au

Applications close: 5.00pm Tuesday 22 January 2019