



MaristCollege
Canberra

LIBRARY ASSISTANT

Role Description

The Library Assistant (Technician) is responsible for managing the technical and administrative services of the Library and is responsible to the Head of Library and Information Services. The duties include but are not limited to:

1. General Library Duties:

- Assist the Head of Library in the management and maintenance of library and book hire materials and resourcing
- Participate in rostered duties at the library circulation desk
- Assisting the teacher librarians with student supervision at recess and lunch
- Assist with ordering, cataloguing and accessioning of books, materials and other resources
- Using the SCISweb database, searching for and uploading catalogue records
- Original cataloguing of all materials not found on SCIS web
- Re-shelving of library/book hire resources
- Assist with stocktaking as necessary
- Assist Head of Library with maintenance of library staff duty rosters and booking of library spaces (BookIt)
- Management of ClickView database and digital online resources
- Contribute to ClickView Exchange on a regular basis
- Issuing overdue notices
- Maintain inventory of digital and electronic equipment
- Attending professional meetings and in-services

2. Provision of service to staff and students in the library and Book Hire

- Assisting staff and students with loan and reference queries at counter or by phone
- Assisting staff and students in the operation and use of equipment, such as the photocopier, scanner, printer, laptops and data projectors
- Assisting staff with internet and online database searches, ClickView and Canvas
- Assisting staff in developing and promoting materials including displays and library tours

Other duties as directed by the Headmaster

SELECTION CRITERIA

Applicants will need to meet the following essential criteria:

- Commitment to the mission of Catholic education of boys in the Marist tradition,
- Excellent interpersonal skills and the ability to respond appropriately to diverse requests and enquiries,
- Ability to work collaboratively and capacity to adapt to diverse systems, technologies and procedures,
- Demonstrated ability in searching and verification using computerised databases and bibliographic tools,
- Capacity to maintain digital and print resources,
- Skills in processing and managing data,
- The ability to assist a range of students and teachers.

RENUMERATION

The position is classified under the Support Staff (Daramalan College, Marist College Canberra, and St Edmund's College, Canberra) Multi-Enterprise Agreement 2015-2019 (the Agreement), as amended or replaced. An annual salary commensurate with the skills and qualifications of the successful candidate will be as per the Enterprise Agreement.

TERM

This is a temporary part-time position for Term 2 – 29 April – 28 June 2019. Hours of work are generally 8:30 – 4:30 pm each week day, but some flexibility will be required depending on the opening hours of the library.

APPLICATION SUBMISSION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Assistant Head of School – Staff, Mr Glenn Slater at hr@mcc.act.edu.au or by phoning the staff office on 62987262.

The closing date for applications is **5:00pm Wednesday 27th February 2019**.

The College is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all. Shortlisted candidates will be contacted by telephone to arrange an interview.

Applications should contain:

- A cover letter (2 pages maximum) addressing the essential criteria
- Completed College Application Form – Support Staff
- Updated resume

Applications can be received by:

- Post - PO Box 727 Mawson, ACT 2607
- Email – hr@mcc.act.edu.au
- Delivered directly to the main College reception