



St Columba's
College

Library Assistant (Part Time)

Staff at St Columba's College are called to be coworkers in the ecclesial mission of witnessing and proclaiming God's reign.

The Library Assistant is appointed by the Principal, is directly responsible to the Head of Library and works as a member of a team in the delivery of quality information services to support the teaching and learning programs of the College.

The Library Assistant is responsible for implementing the College philosophy and modelling and supporting the values as articulated in the College Vision, Mission and Values Statement – Learning, Community, Hope, Justice and Faith, as well as upholding those articulated in the Library Team Values Statement. In working with staff and students, the Library Assistant is required to demonstrate enthusiasm and a strong commitment to service.

KEY AREAS OF RESPONSIBILITY

1. To provide assistance in the general supervision of students in the library and other study areas in the school.
2. To undertake other clerical/administrative duties as directed by the Head of Library or their delegate.

Specific Duties

1. To fulfill circulation desk duties as rostered. This includes the supervision of students and the maintenance of discipline within the library.
2. To generate overdue notices and organise their email distribution.
3. To produce library signs, as required.
4. To provide assistance:
 - a) to teachers and students in using the catalogue, answering ready reference queries, and in locating resources
 - b) in shelving and shelf checking
 - c) collection weeding.
5. To participate in:
 - a) supportive and co-operative activities with other library staff
 - b) promoting the library and its resources
 - c) the effective sharing and communication of information.
6. To close the library.

Other Duties

To undertake other duties as designated by the Principal.

ACCOUNTABILITY

- Reports to:** Head of Library
- Hours of Work:** Monday to Thursday 1.30 pm - 4.30 pm
Friday 1.30 pm - 4.00 pm
- Internal liaisons:** ICT Team; Library staff; other staff; students
- External liaison:** Professional associations

CONDITIONS

The Library Assistant is a part-time, contract position. Conditions are as per the *Victorian Catholic Education Multi Enterprise Agreement 2018* (The Agreement) and St Columba's College employment policies

This is a School Officer Category B, Level 2 position, as per The Agreement.

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including child safe standards. The College's Child Safety Code of Conduct is available on the College's website.