The **Library Assistant** at Brisbane Boys’ College is responsible for supporting the Head of Information Services, e-Learning Library Teacher, and Library Technician with library administrative and clerical tasks and procedures, as well as general assistance with the day-to-day smooth operation of the Library.

**Reporting relationships**

The **Library Assistant** reports to the **Head of Information Services**.

**Key responsibilities/accountabilities**

- Provide general support services to senior Library staff as required.
- Staff the Circulation Desk on a roster basis, facilitating resource loans and returns and attending to students and staff requests, which may include responding to simple reference queries and expediting access to resources.
- Perform routine maintenance and troubleshooting of printer/photocopier/scanner equipment while rostered on Circulation Desk.
- Carry out basic operation of various Library databases, programs, and equipment such as some aspects of the library management system, booking system, Microsoft Word and the electronic binding machine.
- Manage the Overdue Loans process.
- Provide book covering, processing and repair services.
- Assist with processing of journal acquisitions.
- Coordinate orders for stationery and other Library supplies.
- Contribute to the creation and presentation of Library promotions, including displays.
- Contribute to the attractive and welcoming physical environment of the Library.
- Assist with student supervision in the Library.
- Shelve book returns and tidy shelf areas.
- Assist with yearly stocktake of Library collections, as directed.
• Maintain a safe, healthy, and friendly environment for staff and students.
• Assist with any other Library-related tasks as directed by the Head of Information Services.

Selection criteria
• Certificate II or Certificate III in Library and Information Services, or an equivalent combination of qualifications and/or relevant experience
• Outstanding commitment to quality customer service principles
• Basic computer literacy and proficiency
• Considerable organisational skills
• Excellent attention to detail, time management and problem-solving abilities
• Outstanding interpersonal skills and the ability to work harmoniously as part of a close-knit team, making positive contributions to staff operations and relationships
• Excellent written and verbal communication

Mandatory requirements
• Adhere to the PMSA Code of Conduct.
• Comply with College policies, procedures and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.
• Positively support the College’s traditions and Christian ethos.
• All non-teaching staff must hold a Working with Children card (Blue Card) prior to commencement.

Tenure/appraisal
The position of Library Assistant is a permanent part-time term-time role, with hours of duty being 8:30am-4:30pm Wednesdays and Fridays during school terms. The appointee will undergo an annual performance appraisal with the Head of Information Services.

Classification
The position of Library Assistant is classified as a School Officer Level 4.

Application Procedure
Applications, including Curriculum Vitae, academic transcripts (if applicable), a statement addressing the selection criteria, and the names and contact details of at least three recent professional referees, should be sent via email to:

Kirsten Ferguson
Human Resources Manager
Brisbane Boys' College
Email: kferguson@bbc.qld.edu.au

Closing Date
Applications close **5:00pm Wednesday 9 September 2020**.