



**IMMANUEL LUTHERAN COLLEGE**

POSITION DESCRIPTION

**LIBRARY ASSISTANT**



## Position Details

Position title	Library Assistant
Reports to	Director of Technology and Innovation through the Innovation Hub Coordinator
Salary & Conditions	As per Lutheran Education Queensland Enterprise Agreement 2020 – Level 2 Information Services and Resource Employees
Type of Appointment	Full time (38 hrs per week / 44 weeks year), fixed term until end 2023

## Role

The role of the Library Assistant is to assist in the provision of services that support the learning and teaching of all members of the College community, promote an enjoyment of literature and provide a secure, welcoming, stimulating and innovative environment.

This position is full time (38 hours per week), fixed term until the end of 2023, with a commitment of 44 weeks over the academic year.

## Relationships and Authority

This position reports to the Director of Technology and Innovation through the Innovation Hub Coordinator.

## Responsibilities

The Library Assistant is responsible for the provision of library and Innovation Hub services through:

- The promotion of the love of literature through active engagement with students, planning for and delivery of storytelling for younger year levels and activities for all students including involvement in literary events.
- Assisting with the daily Innovation Hub operations, including circulation and return of resources, locating resources for students and teachers.
- Maintaining the library as an attractive, welcoming, innovative and safe learning environment.
- End processing of new resources and collection maintenance of current resources, including the music, periodical, historical archive and media collections and copyright records.
- Assisting with the maintenance, circulation and control of the textbook/class set resources, media equipment, music equipment and general library resources, including reservations and overdue items.
- Provision of administrative and promotional support to the Innovation Hub Coordinator, particularly related to Voices on the Coast, including, but not limited to, website design, electronic marketing, program planning and logistical delivery.
- Assisting the Innovation Hub Coordinator to deliver events and activities via administrative support.



- Assisting with the end of year processes to ensure adequate textbook resources including liaising with Secondary School teachers, stock take of the collection (textbooks and general) , repair of resources and annual distribution of textbooks.
- Assisting innovation classes with the set up of Lego robotics, VR headsets, etc.
- Other duties as directed by the Innovation Hub Coordinator.

### Skills and Experience Requirements

The Library Assistant requires:

- Previous experience working in a library where innovation is a focus.
- Ability to use the College automated library management system (currently *Concord Infiniti*).
- Experience with a range of software applications including Microsoft Office suite of programs (including Word, Excel, Outlook, PowerPoint) and the ability to acquire skills in a variety of software applications.
- High level problem solving and decision-making skills.
- Prepared to undertake further training as required.
- Possess a current Suitability 'Blue' Card from the Commission for Children and Young People and Child Guardian for working with children.

### Personal Quality Requirements

- A passion for working with young people and promoting the value of innovation hubs and information precincts.
- Service delivery focused approach to the provision of support to all stakeholders: colleagues, students, parents, wider community members.
- Highly developed communication (verbal and written) skills to work effectively with all members of the College community.
- The ability to work both independently and as part of a team.

### Qualification Requirements

Certificate III in Library and Information Technology is preferable.

### General Information

All staff are required to:

- Possess Queensland College of Teachers Registration (QCT Registration) or a Queensland Blue Card.
- Embrace the Christian ethos of the College.
- Adhere to and maintain professional standards.



- Work as a member of a team.
- Contribute to the health and safety of students and staff.
- Actively participate in professional development and networking.
- Comply with professional legislated mandatory reporting requirements.
- Ensure that all decisions, pertaining to their role at the College, are made in line with legislation and College Policies and Procedures as outlined in the Staff Handbook.
- Exhibit personal behaviour reflective of the ethos and Mission Statement of the College.
- Actively participate in College performance and development cycle.
- Attend all meetings as designated.
- Maintain high collaborative work practices as a member of the College team to ensure the best possible outcomes for the students.
- Participate in the College's program for spiritual and pastoral care and various other duties.

### Commitment to Child Safety

Immanuel Lutheran College is committed to the safety and wellbeing of all children, including those under the care and supervision of the College. The College recognises the importance of, and its responsibility for, ensuring a safe and supportive environment that respects the rights of children and fosters their enrichment and wellbeing. Immanuel Lutheran College's approach to creating and maintaining a child-safe environment is guided by the core belief that every child deserves the opportunity to flourish and the whole person is the whole point, and this can only be achieved if its students feel safe and are empowered to participate in decisions which affect their lives. Immanuel Lutheran College's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants must familiarise themselves with Immanuel Lutheran College's Child Protection Policy and Code of Conduct Policy (College Community) available on our website. Immanuel Lutheran has zero tolerance for child abuse in any form.

### Further Information

Further information about this position is available from [employment@immanuel.qld.edu.au](mailto:employment@immanuel.qld.edu.au)

*This position description was prepared on 3 March 2023.*