Library Assistant

Part-Time (0.6FTE) – 3 days per week,
Temporary for remainder of 2017, commencing 13/03/2017.

This is a part-time (0.6FTE), temporary position commencing on Monday 13 March 2017 and finishing at the end of 2017, with the possibility of becoming ongoing in 2018. Applications are sought from suitably qualified, experienced and dynamic Library Aides/Assistants/Technical Officers.

The Successful applicant will possess:

- Demonstrated understanding of the function and use of computer applications in libraries.
- Proven knowledge of bibliographic tools and the principles of bibliographic control including the creation of bibliographic records.
- Sound experience and knowledge of library procedures including, circulation, document delivery, stock maintenance and information access, together with an understanding of the role of the library in a school environment.
- Sound interpersonal and communication skills.
- Good organisational skills and demonstrated personal initiative and motivation coupled with the ability to work effectively in a team environment.
- Exhibit a friendly, open and approachable manner and be supportive of the Catholic Ethos.

Qualifications Preferred:

- Minimum Cert II in Library Information Services.

Applicants must submit a curriculum vitae, addressed to the Principal, Mr Shaun O’Neill, including the names and contact numbers of three referees, one of whom must be the current employer and a Parish Priest. A current 'CrimTrac' 100 point Check Police Clearance must also be included. The appropriate Criminal History Record Check form is available from the Department of Education and Training website: [www.det.wa.edu.au](http://www.det.wa.edu.au).


Applications close on **Wednesday 22 February 2017**.