

Library Assistant Australian College of Applied Psychology Brisbane; part-time, ongoing

Navitas is a diversified global education provider that offers an extensive range of educational services for students and professionals including university programs, English language training and settlement services, creative media education, workforce education and student recruitment.

The Australian College of Applied Psychology Pty Ltd (ACAP) was established in 1983 and is a wholly owned subsidiary of the Navitas Group (ASX code: NVT), a diversified global education provider. ACAP is a dual sector education provider delivering accredited vocational education and training and higher education courses to over 5,000 students across Australia. ACAP offers courses in the disciplines of counselling, psychology, social work, youth work and coaching, with many of ACAP's students seeking employment in the community services sector.

An exciting position for a Library Assistant based at our Brisbane campus is available. The role of the Library Assistant is to undertake activities required to operate and maintain library services, systems and collections and to support access to library resources.

Essential skills and experience

- Experience in a frontline library environment
- Excellent customer service skills
- Knowledge and experience of standard business applications such as Microsoft Office, library management systems, and library digital resources
- Proven ability to work in a small team environment and to work effectively under minimal supervision

Desirable criteria

- Experience in libraries within a college of university
- Library qualification or equivalent experience

What we offer

An attractive remuneration package will be negotiated with the successful candidate. The Navitas Group offers outstanding long-term career opportunities within Australia and abroad, and is values driven and an equal opportunity employer.

Enquiries and applications, including a cover letter and resume, should be sent to Yasmin McNally at Yasmin.McNally@acap.edu.au. **Applications close on 24 October 2017.**

Successful applicants require working rights in Australia, and will be subject to relevant pre-employment checks, which may include a National Police Check and/or a Working with Children Check.

Navitas strives to be a workplace that promotes diversity, flexibility and equal employment. As such, we invite experienced candidates of all ages, people with a disability and Indigenous Australians to apply.

Position Description

Title: Library Assistant

Division: Careers and Industry

Reports to: Librarian

1. Overview and Objectives of the Position:

The role of the Library Assistant is to undertake activities required to operate and maintain library services, systems and collections and to support access to library resources.

2. Key Relationships:

- i. Librarian
 - ii. ACAP Campus manager, Brisbane
 - iii. Library staff
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3. Key Result Areas:

Circulation and frontline services

- Undertake loans, returns and other circulation functions.
- Support postal lending service for clients.
- Shelve library materials, shelf read, keep collections tidy and maintain library displays.
- Report and assist resolution of library system issues.
- Open and close library as required.
- Process new library materials.
- Undertake yearly stock-take of the collection

Support access to library resources

- Instruct clients in the use of library services.
- Monitor and action emails and telephone calls referring enquiries.
- Monitor the library to ensure conditions of use are met by all clients.

Other duties

To perform other duties as required in line with the position description and in negotiation with the Librarian, Brisbane Campus. Provide basic support to administration as necessary.

4. Qualifications and Selection Criteria

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