



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited from people for the following fulltime position:

Library Technician

Commencement Date: January 2018

Key criteria:

- Suitably qualified- Diploma in Library and Information Services
- Experience in operational and technical aspects of library and information management systems, including a range of software applications
- Passion and flair in the creation, development and promotion of programs and displays
- Excellent communication, interpersonal skills and the ability to work effectively with students and staff in the College Study and Research Centre
- Understanding and supporting the Catholic ethos of the College

Closing date: Monday 20 November 2017 (9am)

Applications must include a Cover Letter and resume including at least 4 contactable references and be posted or emailed to:

The Principal, Rosebank College - 1a Harris Rd, Five Dock NSW 2046

principal@rosebank.nsw.edu.au

For further information about Rosebank College and this position, visit our website:

www.rosebank.nsw.edu.au

NB: Shortlisted applicants will be required to provide the College with their new NSW Working With Children Check number in order to be eligible for this position (www.newcheck.kids.nsw.edu.au)



POSITION DESCRIPTION

The College may vary this Position Description, in response to the changing needs of the organisation.

LIBRARY TECHNICIAN

Core Role Purpose and Responsibility

This role exists to facilitate the effective and efficient running of the Scholastica Research and Study Centre.

Role Responsibilities

Specific responsibilities of the Library Technician include

Contributing to the implementation of the College's Vision & Mission and the building of the College community in the tradition of the Good Samaritan by

- developing harmonious relationships with staff and students via daily interactions
- upholding the Benedictine value of service to others in community
- providing a standard of service which will support the realisation of the College's Vision and Mission
- attending College liturgical celebrations as required

Providing professional and high quality support/administrative services to staff and students by

- liaising with the Library Manager and where relevant, the Coordinator of Teaching and Learning, regarding day to day requirements
- focussing on operational and technical aspects of library and information management
- assisting with loan and reference queries
- assisting with internet and online database searches
- assisting in the maintenance of Destiny , the development of resource lists
- maintaining library resources, records and systems
- entering and editing data into databases
- managing circulation needs including the Library Monitors
- developing procedural documentation
- Creating and developing promotional programs, including displays
- undertaking copy cataloguing and classification
- accessioning, covering, shelving texts (print, audio-visual, e)
- working cooperatively as part of a team in the Scholastica Research and Study Centre
- re-shelving returned library resources
- tidying shelves to ensure resources can be reliably and readily located

Contributing to the service and professionalism of the support staff team by

- providing back up to the Book Room manager as required
- participating in support staff meetings
- demonstrating flexibility and team work by taking on other roles and tasks within the support staff team as needed from time to time
- completing any other duties as required by the Principal or his/her delegate

Hours of work

Monday to Friday

ROSEBANK COLLEGE MISSION STATEMENT

Rosebank College is a Catholic, independent, secondary school that continues in the tradition of the Sisters of the Good Samaritan. Our school provides an environment for young women and young men that encourages a love of learning. We promote a balance between the spiritual, intellectual, physical and social development of the individual. Following the example of the Good Samaritan and in the spirit of the Rule of St. Benedict, we encourage a love of Christ, stewardship, hospitality, compassion and service to each other and the wider community.

We acknowledge the primary role of our families and welcome opportunities to work in partnership with them. As a Catholic community in a multicultural environment we are challenged to give strong witness to our role as advocates of justice. Rosebank is a Catholic, co-educational College operated by Good Samaritan Education that offers families in Sydney's Inner West a unique learning environment.

OUR VISION

The vision for Rosebank College is that it is known as a place of academic excellence, in which students are both supported and challenged. We strive to be a flexible and inclusive learning community, which reaches out to others in prayer, practice and perspective. Rosebank proudly maintains its traditions and aims to respond critically and intelligently to our changing world and its demands. We envision Rosebank as the school of choice for both staff and students; where they are engaged fully in their learning and use it to make a difference in their world.
