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## SECONDARY SCHOOL LIBRARY ASSISTANT

Part-time (50%)

### QUALIFICATIONS

- Native or near-native English, oral and written; German bilingual or multilingual preferred
- Experience and interest in working with middle and high school students in a school setting
- Tech skills and experience, including but not limited to proficiency in Windows, Mac OSX, iOS, G Suite for Education, and Power School Learning; knowledge of academic databases, library platforms (Destiny, Overdrive) and referencing apps; familiarity with SIS (student information systems); ability to perform maintenance and troubleshooting of audiovisual equipment, digital signage, ipads, printers, and scanners; familiarity with social media platforms that promote reading and literacy
- Background and interest in Young Adult literature
- Professional communication, interpersonal, and organizational skills
- Positive and cheerful attitude towards students, faculty, and the wider community
- Ability to assess situations and problem-solve independently
- Bachelor's degree or equivalent preferred but not required
- Library experience preferred

### POSITION OBJECTIVES

Performing the daily technical and physical operations of the Secondary School Library while assisting the librarian in creating a welcoming, warm, information-rich atmosphere that facilitates student learning, collaboration, and community building.

### PERFORMANCE RESPONSIBILITIES

- Covering the circulation desk throughout the day; assisting students, faculty, and community patrons
- Supervision of middle and high school students in the library
- Processing, inventory, and circulation of all library materials
- Communicating with students, faculty, and the wider community as a representative of the library
- Providing assistance in the operation of library equipment
- Updates and maintenance of audiovisual and tech equipment
- Performing other duties as assigned by the librarian

### HOURS

Core time for the Secondary Library Assistant is 2.5 days per week 08:00 - 15:15 (may be negotiable); this position may turn into a full-time position in the academic year 2019-20.

### REPORTS TO

The Secondary School Library Assistants report to the Secondary School Librarian.