



Position Vacant

Library Assistant

**Applications are sought for the position of Library Assistant
at Vose Seminary (0.6FTE)**

Are you someone who can work quickly and with high levels of accuracy? Would you love to be involved in tackling a large library cataloguing and processing project?

This short term role at Perth's premier Theological Library will look great on your CV as well as have you working alongside a passionate bunch of great people. We are looking for someone for five months who will settle in quickly, own the role and get the job done. Along with the project deliverables you would be involved in library operational support, circulation and collection management and customer service.

Starting as soon as possible, this role is vital to re-invigorating our library systems and contributing to our warm, efficient and professional library experience for staff, students and key stake holders.

Applicants should provide:

1. A covering letter
2. A current resume with at least three referees
3. a written response to each of the selection criteria below

Applicants are requested to provide responses to each of the following selection criteria:

Essential Criteria:

1. Strong interpersonal skills
2. Ability to work efficiently and quickly while maintaining attention to detail
3. Able to use and learn a variety of computer programs including office and liberty
4. The ability to carry out a wide variety of tasks and remain calm under pressure.
5. Ability to work without direct supervision

Desirable Criteria:

1. Library qualifications
2. Cataloguing experience

Applications close 4:30pm Friday 24th January 2020. Vose reserves the right to appoint this position prior to the closing date.

Please direct all enquiries and completed applications to:

Kerry Puzey, Director of Corporate Services

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Vose Seminary

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