



# Mount St Benedict College

## Role Description

<b>Job Title:</b>	Information Resource Centre (IRC) Assistant
<b>Reporting to:</b>	College Principal Through the IRC Coordinator and Librarian
<b>Direct Reports:</b>	None
<b>Classification/Salary:</b>	Level 5, School Support Staff Salary Scale (Clerical Stream)
<b>Hours:</b>	30.4 hours per fortnight (2 days a week)

*The College values of Pax, Hospitality and Stewardship are to be maintained and supported by all Staff, and brought to life through relationships, actions and events within this College community.*

### Purpose of the position

The Information Resource Centre (IRC) Assistant is a member of the IRC Team. The IRC Assistant is responsible for supporting the IRC Coordinator and Librarian in the delivery of IRC Services to students and teachers and performs a variety of functions to support the development and maintenance of the IRC's resources. As a member of a team, the IRC Assistant participates in the day to day running of the IRC and under the general direction of the IRC Coordinator and Librarian, the IRC Assistant assists in the provision of many services including shelving, data entry into the IRC's computer system, cataloguing and end-processing of resources purchased and acquired to support teaching and learning within the College. The IRC Assistant has contact with teachers and students in circulating resources and answering queries and provides quality service to all members of the College community.

### Responsibilities & duties

1. Provide quality friendly service to the students, staff and other users of the Centre and will be responsible for:
  - 1.1 Assistance to staff and students in accessing the resources of the IRC
  - 1.2 Assistance to staff and students in operating IRC technology
  - 1.3 Assistance to staff and students at the Help desk.
  - 1.4 Supporting the IRC Coordinator and Librarian in the supervision of students within the IRC
2. Assist in the general management and supervision of the resource collection, and will be responsible for:
  - 2.1 Operating of the IRC Catalogue including data entry and output
  - 2.2 Copy Cataloguing of College resources using SCIS/Dewey principles
  - 2.3 Processing materials for circulation
  - 2.4 Covering new resources
  - 2.5 Shelving of resources
  - 2.6 Creating displays of IRC resources for promotion
3. Assist in the general management of IRC technology, and will be responsible for:
  - 3.1 Maintenance of IRC equipment
  - 3.2 Charging and downloading of audiovisual equipment
  - 3.3 Helping to evaluate and select equipment and supplies

4. Assist in the administration of the Centre, and will be responsible for:
  - 4.1 Word-processing as required.
  - 4.2 Opening and closing of IRC duties.
  - 4.3 Data entry set up activities for IT software and databases
  - 4.4 Assistance to the IRC Coordinator and Librarian in the allocation and supervision of non-professional staff and special provision students.
  - 4.5 Tidying the IRC.
  
5. General:
  - 5.1 Attend professional development and training required by the school and actively seek opportunities to increase knowledge, experience and skills held
  - 5.2 Take reasonable care for own health and safety and that of other personnel who may be affected by their conduct.
  - 5.3 Where appropriate opportunities present, become involved in the life of the College in order to promote community and contribute to objectives of the College, including attendance at staff meetings, working with volunteers and work experience students, becoming involved in school events.
  - 5.4 Other duties as required by the IRC Coordinator and/or the Principal

## Person Specifications

	<b>Essential</b>	<b>Desirable</b>
Academic/Trade Qualifications	Working with Children Check	Eligibility for Associate membership of ALIA
		Library Technician qualification or equivalent
		First Aid Course
Work Experience and Skills	Experience and/or interest in working with students and teachers within a school environment	Experience using SCIS/Dewey system
	Knowledge of print and online resources including library cataloguing, article database and reference books	Working knowledge of Australian Copyright laws or willingness to learn
	Experience in the delivery of information services and resources	Interest/experience in the use of current technology
	Sound computing skills	
Personal qualities/behavioural traits	Excellent written and verbal communication skills	Attention to detail
	Interpersonal skills appropriate to maintaining effective working relationships with students, staff and the College community	Excellent problem solving and analytical skills
	Highly motivated, dynamic and enthusiastic about providing a high level of service within a school environment	
	Ability to work flexibly as a member of a team as well as independently, with a minimum of supervision	
	Display a consistently high standard of ethical conduct, exhibiting honesty, integrity and understanding in accordance with the Good Samaritan ethos.	Embraces the Benedictine values of Pax, Hospitality and Stewardship of the College, through demonstrating empathy, efficiency, drive and commitment and a positive attitude

### Agreement:

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Letter of Employment and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties required by the Principal to support the College's compliance with its legislative obligations. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HOD's Signature: \_\_\_\_\_

Date: \_\_\_\_\_