

Librarian advert April 2011

Taylor's College, at The University of Western Australia, Claremont caters for both local and international students. To support their needs, we have a vacancy for a suitably qualified, dedicated and enthusiastic Librarian to commence by mid May 2011.

The Librarian is responsible to the Dean of the University of Western Australia Foundation Program for the day-to-day running of the Library and its resources. The position offered is full-time. Closing date for applications is 13 May 2011.

The successful applicant will be responsible for promoting information literacy and reading skills to students. It is expected that the Librarian will work collaboratively with teaching staff and be able to operate effectively in an environment that has a strong client focus. The ability to work in cooperation with others is essential. The Librarian will have well-developed self-organisational skills, initiative and the ability to work independently. In keeping with the Library's aim of providing the College staff and students with the most effective information service possible, the ability to adapt to new programs and information technologies is highly regarded.

Specific Roles/Responsibilities

The Librarian is responsible for:

- Overseeing the evaluation, selection, acquisition and cataloguing of all Library resources.
- Participation in preparation of recommended reading lists and local subject lists.
- Liaison with Faculty Heads and teachers in the acquisition and evaluation of curriculum-specific library resources.
- Creation of systems to support Higher Education level Diploma courses set to commence in 2011.
- Maintenance of the library computer database (in liaison with IT Technical Support Officer).
- Maintenance and development of the Library system, Alice for Windows, according to Library needs.
- Devising and conducting Library education services for all sectors of the college.

Please send your CV and cover letter to Carol Walker, Academic Secretary at cwalker@studygroup.com or for further details, please email or phone 08 6462 1300.