

## Job description: Assistant to the Librarian

### Summary:

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The Assistant to the Librarian is a vital position that aims to support the smooth operation of the school library, catering to the diverse needs of students from primary to secondary levels, including those enrolled in the International Baccalaureate (IB) program.

This role primarily entails assisting the librarian in day-to-day tasks while providing additional educational support to students during their research and study sessions. The position combines administrative, logistical, and educational responsibilities to create an effective and conducive learning environment.

### Key Responsibilities:

#### 1. Administrative Support:

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##### 1.1 Book Handling:

- Assist in handing out books and school materials to students and staff.
- Conduct timely check-ins and check-outs of library materials.
- Reshelve returned items and maintain the orderliness of the library shelves.

##### 1.2 Inventory Management:

- Help in updating the library's database for new arrivals, borrowed items, and returned materials.
- Participate in regular inventory checks.

##### 1.3 Facility Management:

- Ensure the library space is clean and organized.
- Aid in the setup and teardown of library events, exhibitions, and special programs.

#### 2. Educational Support:

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##### 2.1 Research Assistance:

- Assist students, either individually or in groups, in locating research materials, such as books, academic journals, and digital resources.
- Offer guidance in using the library's catalog and other research tools.

##### 2.2 Study Support:

- Oversee study areas during extended library hours to ensure a quiet and conducive environment for studying.
- Assist students in finding supplementary study materials and resources.

##### 2.3 Project Facilitation:

- Collaborate with teachers to compile resources for class projects.
- Offer advice to students on organizing and presenting their research effectively.

## Requirements:

- A minimum of a High School Diploma, associate's degree or higher preferred.
- Strong organizational skills.
- Proficiency in basic computer applications.
- Proficiency in English and German – candidates with other additional foreign languages are preferred.
- Willingness and ability to familiarity with the basic functions of the library management software.
- Good communication skills.
- Ability to work with students of diverse age groups and educational needs.

## Working Hours:

- Monday to Friday, 8:00 am - 4:00 pm (Flexibility required during special events or programs)

## Reporting:

- The Assistant to the Librarian will report directly to the Librarian.
- Next in line is the Head of Administration and Head of School

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By contributing to both the operational and educational aspects of the library, the Assistant to the Librarian plays a crucial role in enhancing the quality of student life and fostering an environment that is conducive to academic success.

Place:

Date:

Acknowledgment of receipt

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Employee

Noted by

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Headmaster

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Head of Administration