

POSITION DESCRIPTION

LIBRARY & ADMINISTRATION ASSISTANT

(0.8 FTE)

Our Vision

A world shaped by love, compelled and informed by the Gospel.

Our Mission

To equip students and scholars to renew their communities with a faith as intelligent as it is courageous.

Location

This role is based at Laidlaw's Ōtautahi Christchurch campus.

Key Relationships

Responsible to: Christchurch Campus Coordinator & Library Manager

Other Key Relationships:

- Library staff in Auckland and Christchurch
- Heads of School
- Academic Staff
- Schools Administration Coordinator
- Student Support and Student Services Teams
- Students, Enquirers and Library Subscribers

Role Purpose

The Library & Administration Assistant ensures the smooth running of the Latimer Library, contributing to a quality library experience for lifelong learners in a welcoming social learning space. This includes coordinating the technical services, stock and information services functions. The Library & Administration Assistant also recruits, appoints and supervises volunteer student library assistants.

Alongside library responsibilities, the role also provides administrative support to campus students, staff, and public enquirers as required. This includes areas of academic learning and campus events. In addition, the role will support outreach to local and regional churches and communities to promote Laidlaw's programmes. In addition to the responsibilities in this Job Description, the Library Assistant and Administration Assistant will carry out all reasonable work-related requests made by their supervisor and undertake any tasks that are within their capabilities.

Role Accountabilities

ACCOUNTABILITIES	KEY TASKS
Information Literacy	<p>Assists students, library members, staff, and visitors with searching the catalogue, databases, and physical collections.</p> <p>Provides students and library members with orientation as required.</p>
Promotion of new publications	<p>Liaises with Henderson Library staff on Christchurch-related content for Library newsletters.</p> <p>Notifies faculty members of new books and journals.</p>
Short loans and desk copies	<p>Liaises with Henderson Library staff and lecturers to organise Desk Copy and Short Loan items prior to each semester.</p> <p>Locates and processes these items to go into their respective collections.</p>
General library duties	<p>Processes and shelves journals.</p> <p>Processes returns and renewals.</p> <p>Shelves books and performs shelf checks as required.</p> <p>Repairs books as needed.</p> <p>Follows up overdue items.</p> <p>Organises inter-campus loans via Henderson when required for academic staff.</p> <p>Processes new memberships and maintains borrower records.</p> <p>Receive new books on arrival from Henderson – stamps, allocate to Desk Copy or Short Loan as required, places relevant material on display, notify staff of interest for the courses and shelve.</p> <p>Review library donations as appropriate.</p>
Library Communication	<p>Consults with relevant staff at all campuses.</p> <p>Collates purchasing suggestions from students and staff and passes them on to the Library Manager</p> <p>Contributes to information leaflets for library users.</p> <p>Produces signs for library users as required.</p> <p>Attends Library staff meetings.</p> <p>Ensures student library assistants are recruited, trained, and briefed when required.</p> <p>Provides supervision of their work.</p>
Student Academic Administration	<p>Communicates with students and staff as required by email, phone etc.</p> <p>Assists students with general queries of an academic and administrative nature. As appropriate, responds to academic enquiries.</p> <p>Liaises with Admissions Coordinator in processing new student enquiries and applications. Coordinates and ensures students are informed and guided through academic procedures so that their records are maintained in an appropriate manner.</p> <p>Processes all enquiries into Microsoft Teams and assists in the progress of campus applicants through the admissions process.</p> <p>Certifies and uploads relevant student documents to Student Management System (ebS) and Microsoft Teams. Supports students in their course selections in ebS.</p> <p>Ensures students comply with their programme plan.</p>

ACCOUNTABILITIES	KEY TASKS
	<p>Liases with the Student Support Advisor regarding the facilitation of student support for students. Assists Student Support Advisor with compilation of programme plans as appropriate.</p>
<p>Academic Programme Administration and Processes</p>	<p>Completes reasonable administrative and support tasks as required by Campus Coordinator and/or Academic Registrar and liaises re: programme, school and student academic administration.</p> <p>In conjunction with relevant programme administrators and Campus Coordinator, facilitates student entrance exams and supervision of exams as required.</p> <p>Assists the Campus Coordinator in supporting adjuncts, tutors and other support staff.</p> <p>Provides local administrative support and access to ebS and LMS (Moodle) databases. Manage all aspects of academic administration for the annual Graduation evening in conjunction with Christchurch Campus Coordinator and Academic Registrar.</p>
<p>General campus administration</p>	<p>Weekly Campus Notices distributed to all campus staff and students.</p> <p>Reception area kept tidy and presentable.</p> <p>Securing and lock up of campus at end of day as required.</p> <p>Support organisation of Orientation weeks in liaison with relevant personnel.</p> <p>Prepares banking of photocopier and membership subscriptions money.</p>
<p>Reception Hub</p>	<p>Monitors activity and assists at reception including the following shared tasks:</p> <p>Respond to queries of staff, students, visitors and enquirers in a hospitable and friendly manner both in person, over the phone and by email and other means.</p> <p>Refer enquirers to staff who can help with their enquiry.</p> <p>Answer campus telephone as required.</p> <p>Process inward and outward mail as required.</p> <p>Accept and process receipt of money for services, photocopying, books etc.</p>
<p>Outreach to Churches and Communities</p>	<p>Participate in activities to promote Laidlaw College, it's programmes and people, to churches and communities in Christchurch and surrounding regions.</p>

Qualifications

QUALIFICATION/SKILL/ EXPERIENCE	DETAILS
Educational qualifications	<p>Desired</p> <p>Bachelors degree (Theology, Education, Counselling preferred)</p>
Skills/Knowledge/ Experience	<ul style="list-style-type: none"> • Experience working in a customer-service role is essential. Experience working in a tertiary library is desirable. • Clear, concise, and professional oral and written communication skills • Ability to prioritise and work well under pressure. • Competency with relevant informational technology systems • Able to demonstrate high levels of accuracy and attention to detail. • Strong time management, planning, problem solving and organisational skills. • Ability to build strong internal and external stakeholder relationships
Further characteristics	<ul style="list-style-type: none"> • Commitment to the Mission Statement of Laidlaw College. • Understands and appreciates the teaching focus of Laidlaw College, as a tertiary theological training environment.