



'The dream is of an institution... which pulses with light and life and love... that [our churches] may adventure for Christ in the high places of that field which is the world.'

~ J.J. North (NZB Oct 1886, 153)

Job Description: Associate Librarian

Reports to: Library Manager and Student Support Director

Type: Permanent full-time

Weekly Hours: 37.5 hours

Payscale: Admin Level 3

CAREY'S VISION

Carey exists to form Christian leaders who, by the Spirit's power, will equip God's people for the work of ministry, and engage in God's mission of renewing this world.

PURPOSE OF THE ROLE

The Associate Librarian supports teaching, learning, information literacy and research by providing high quality library services, managing daily operations, developing digital and print collections, and engaging with students and staff.

PRIMARY TASKS

1. Oversee the day-to-day operations of the library, including casual staffing and volunteers, providing high quality student and staff-facing services both in-person and online.
2. Manage electronic resources and digital repositories
3. Work closely with the Library Manager and Student Support Director to develop the Library Collection in accordance with the Collections Policy
4. Lead digital and information literacy initiatives and workshops with a learning development (student) focus
5. Work alongside the academic support team to develop, maintain and communicate a suite of online resources to support learning (e.g. *10 Essentials*, *Student Newsletter*, *First Steps*)

6. Provide academic support and guidance to students to enhance their learning outcomes.
7. Design, facilitate and evaluate academic literacy workshops, programmes and initiatives
8. Manage online and in-person induction/orientation for all new students
9. Catalogue both print and online resources
10. Manage the interlibrary loans processes
11. Provide reference and research support for the teaching staff
12. Provide leadership and project management for new library initiatives, working closely with the Library Manager and Student Support Director
13. Ensure the library website and other public information is kept up-to-date.
14. Any other projects and duties as deemed appropriate by the Library Manager and Student Support Director

REQUIRED COMPETENCIES AND/OR QUALIFICATIONS

- Bachelor's degree required; MIS/MLIS preferred
- High-quality customer service
- Communication & interpersonal skills
- Digital literacy & library software competency
- Instructional and presentation skills
- Organisational skills and attention to detail
- Commitment to equity, diversity, and inclusion
- Experience with cataloguing systems
- Experience delivering information literacy instruction and learning development support
- Knowledge of digital library tools and research databases

DESIRED ATTRIBUTES

A variety of personal attributes will converge in the life of the successful applicant:

- A love for Jesus, with a passion for the vision, mission, and values of the College
- A strong commitment to the local church
- A passion, and call to, support students in theological education
- The ability to inspire and encourage others into ministry and service
- A team player, with a commitment to developing community
- Energetic, creative, flexible, and self-motivated, able to take initiative
- Resilient and imaginative when it comes to meeting challenges
- A sense of humour