

STUDENT ASSISTANTS IN THE LIBRARY

Victoria University Library is seeking current students to be employed as casuals in the Library at City Flinders, City Queen, Footscray Park, and St Albans in 2019. Please note you must be an enrolled student until the end of 2020 and preferably not have worked in a *Student as Staff* capacity elsewhere at VU.

Student Assistants are rostered to work weekday evenings and/or on weekends eg: 8.00pm – 12.00 midnight, 6.00pm-10.00pm, on weekends 10.00am–1.30pm, 1.30pm–5.00pm or 5.00pm -10.00pm (subject to finalisation of Semester hours for 2019). The range of duties include assisting with basic library self-service functions and queries, IT troubleshooting, referring more complex queries to Library staff or other Library partners (eg: Learning Hub, Careers, Teaching & Learning Support, IT Services, Security) and basic shelving, tidying and closing of VU libraries in the evenings. Student Assistants are expected to report on relevant activity to Library staff.

The successful applicants will be paid at the casual HEW 2/1 base rate - currently \$32.18 per hour (penalty rates apply on weekends, after 6.00pm during the week and Public holidays), and may be rostered up to 10 hours per week during Semester (hours will vary depending on the time of Semester and preferred campuses). Successful applicants will also be paid to attend a compulsory induction program in January or February 2019.

The majority of Student Assistants will start working in Semester 1, March 2019. The Manager, Libraries City, coordinates the program including roster management but the Student Assistants will also work closely with Library staff at rostered campuses.

Interested students should send an email application to Rachel Neumann rachel.neumann@vu.edu.au, by **5.00pm Friday 21st September (incomplete or late applications NOT accepted)**

Students must include in their application:

- Evidence on how they meet the selection criteria ([see below](#))
- A brief resume outlining their recent work and educational history
- Their current course details and expected completion date
- Availability to work at which campus/es (as listed above)
- Agreement to be available to consistently work late evenings and weekends as required

Applicants need to be available, if shortlisted, for a group interview in October 2018 (date to be advised).

Student Assistant Selection Criteria

A successful applicant must be a currently enrolled student at Victoria University, and is expected to display the following

- Successful completion of at least the first year of a VU Higher Education or TAFE program
- Provision of evidence of being an enrolled student until the end of 2020
- Demonstrated, well-developed communication and interpersonal skills and maturity, including capacity to work in a team and service environment
- Capacity to communicate effectively with students from diverse backgrounds
- Familiarity with the VU Library and student systems, VU Library website, Microsoft Office suite, and basic IT and printing troubleshooting skills
- Willing to work across a range of campus Libraries/Learning Commons and be available for late evening and weekend rostered shifts