



**POSITION:** Library Secretary  
**CAMPUS/DIVISION:** High School/Library  
**REPORTS TO:** HS Librarian and Technology Specialist  
**JOB OPENING:** 29 March – 28 April 2023

**PURPOSE:**

Under the direction and supervision of the High School (HS) Librarian and Technology Specialist, the Library Secretary's main responsibilities are to provide a wide variety of administrative, secretarial, and clerical tasks necessary for the library to run effectively to give total support for library and school activities.

**QUALIFICATIONS AND EXPERIENCES**

1. Indonesian citizen.
2. Bachelor's degree holder, preferably in administration or secretarial.
3. Demonstrated fluency in written and spoken English.
4. Demonstrates experience using Microsoft Office applications, Apple applications, Adobe Creative Suite applications, and Google applications.
5. Knowledge of modern office practices and procedures, including filing systems and telephone techniques, letter and report writing, and office machines.
6. Outstanding personal communication skills and meets library patrons tactfully and courteously.
7. Helpful, cooperative, eager to communicate and problem-solve.
8. Demonstrates experience and a willingness to accept training in any area the High School Librarian requires.
9. Demonstrated ability to work collaboratively with others of various cultural backgrounds.
10. Demonstrated experience and comfort level with adolescents, especially in instructional settings.
11. Helps maintain a positive and friendly working atmosphere with others.
12. Demonstrated ability to identify, manage, and initiate projects without direct supervision.
13. A clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship.

**DUTIES AND RESPONSIBILITIES**

1. Manages all high school library orders and purchases:
  - Creates and processes all library orders.
  - Prepares list of supplies and equipment orders.
  - Coordinates with Purchasing Office
  - Checks on new arrived materials and maintains a continuing check on non-received materials.
  - Ensures all order are proceeded accurately and punctually and does all possible to ensure the materials arrive in a timely fashion.



2. Performs filing and secretarial tasks such as:
  - Keeps and maintains patron files for special paid patrons, summer patrons, alumni, etc.
  - Maintain summer library deposits and refunds for all four JIS libraries
  - Keeps files current (petty cash vouchers, temporary bon and other documents) and weeds old files.
  - Keeps and maintains publisher catalogs and oversees distributing catalogs to appropriate departments and all four libraries.
  - Conducts library business by phone (receive and screen calls, makes calls, and takes messages)
3. Communicates for the HS Librarian and Technology Specialist with local vendors.
4. Maintains and processes all four library periodicals and online subscriptions by tracking the expiration dates to ensure the renewal of all periodicals and online subscriptions.
5. Assists in the maintenance of the library budget and expenditures.
6. Performs assistance of staffing tasks (such as: supervising library staff, training new staff and generating monthly library staff attendance reports).
7. Organize library events by coordinating group or library vendors' visits as required to provide good service and to drive more interest to the library.
8. Supervises the donation of surplus materials to local schools and organizations.
9. Supervises students and corrects inappropriate behavior.
10. Engages in all aspects of the day-to-day operation of the library, including circulation, shelving, shelf reading, tidying, weeding, etc.
11. Performs the above duties as well as any other reasonable requests as assigned by the HS Librarian and Technology Specialist.

**TO APPLY**

Interested qualified candidate, please send your cover letter, resume and 3-5 list of professional references to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).