

**JOB VACANCY
2024-2025**

The International School of Düsseldorf (ISD) is a well-established, not-for-profit, progressive, K12 IB World School (PYP, MYP, DP), in one of the most desirable locations in Europe. We are an international community of learners who work together to inspire our students to be confident, creative, critical and compassionate thinkers. The school is accredited by both the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC).

The following position is open for applications:

Senior School Library Assistant (m/f/d)
(part-time, Tuesdays and Fridays each week)
with an immediate start

Please see the attached job description for the tasks and responsibilities for the position.

Application procedure:

- A letter of application no longer than two pages outlining your strengths as a candidate
- A current CV not to exceed two pages
- A one-page list of references with accurate and current contact details, including position, phone number and e-mail address
- Applications should be submitted in one PDF file and addressed and sent to Marie Willis, HR Director: willis@isdedu.de
Please include the title of the position you are applying for in the subject field of the email.

Closing date for applications:

13.09.2024

JOB DESCRIPTION

SENIOR SCHOOL LIBRARY ASSISTANT

Reports to: Head of Senior School Learning Resources

The Senior School Library Assistant is expected to embody the school's vision, mission, core values, competencies, and our definition of learning.

The main tasks and responsibilities for the position are as follows:

- Assisting at the circulation desk
- Shelving returned books and shelf checking
- Assisting students and classes with printing, copying, and production of work
- Charging and maintaining equipment
- Assisting in processing learning materials
- Finding resources for teachers and students.
- Assisting with the production of Library displays and general PR work.
- Assisting in updating and organising the Library collection
- Any other reasonable duties as assigned by the SrS Librarian or the SrS Principal within the skill set of the position holder

Competencies required for the position holder:

- Excellent organisational skills
- Experience in a customer service role
- Computer literacy
- Attention to detail and problem-solving ability
- Excellent written and verbal communication