

LIBRARY ASSISTANT

The Library Assistant has overall responsibility to assist the Librarian with the management of the Library at UWC Changshu China.

We seek an enthusiastic, technically capable individual with appropriate certifications and with the proven ability to effectively work in an academic setting.

DIRECT REPORTS

The Library Assistant reports to the Librarian, and ultimately to the Head of the Learning Center, Vice Principal (Academics), and Principal/Head of School.

MAIN DUTIES AND RESPONSIBILITIES

The Library Assistant role includes, but is not limited to, the following responsibilities:

- Develop and manage collections of books and journals (both paper and electronic), as well as websites.
- Support library operations by serving as liaison to key internal offices including Finance and Operations. Key tasks involve managing periodic inventory and navigating the purchasing process.
- Build and maintain relationships with external partners, including book and digital resource suppliers, publishers, and local cultural organizations.
- Curate and update information resources, including electronic databases, e-books, and print materials.
- Assist the Librarian to select, acquire, delete, stock-check, and catalogue resources using library and information software.
- Provide personalized support to students and faculty to access information and resources, including through literature searches using databases, printed resources, and the Internet.
- Cultivate a clean and engaging learning space, including periodic displays and digital book lists to promote the collection and support reading for pleasure.
- Stay current with professional developments in libraries and school librarianship, including emerging technologies, digital tools, and best practices in information management.
- Other education administration and support-related work or projects as assigned by the line manager.

DEMANDS OF THE POSITION

The Library Assistant will have a background of academic experience, preferably in an international school environment. In addition, the successful candidate will possess the following:

- An ability to work well with academic staff and students.
- Interpersonal skills required to listen and communicate effectively with a range of constituents (students, faculty, and other stakeholders).
- Confident and experienced in communicating in both English and Chinese.
- At least 3 years of solid working experience.
- Good team spirit, strong sense of responsibility, confident, awareness of service, good skills in coordinating and communication.
- Self-motivated and with a strong passion for the academic field.
- High levels of personal integrity.

- Ability to operate effectively and sensitively in a cross-cultural workplace environment.
- Degree-level education.

SAFEGUARDING STATEMENT

UWC Changshu is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

INCLUSION STATEMENT

UWC Changshu is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age or disability.