



The Australian International School Malaysia (AISM) is located in the exclusive Mines Resort City in Seri Kembangan and it is the first and only fully Australian School in Malaysia. Since its establishment in year 2000, AISM has grown to a population of 560 students ranging from Preparation (age 3) to Year 12 (age 18).

The School is currently undergoing significant growth and development, and will have an enrolment of 1000 students within the next 5 years. As a vibrant and growing school, AISM seeks enthusiastic and qualified candidate for the following positions:

### **POSITION: LIBRARY ADMINISTRATOR**

The **Library Administrator** position supports the work of the Library and Librarian in order to provide efficient information resource services within the school and reports to the Information Resources Coordinator on a day to day basis.

### **RESPONSIBILITIES:**

#### **ADMINISTRATIVE/ORGANISATIONAL ACTIVITIES**

- Maintain equipment that is house in the library such as:-
  - Digital cameras for use in the classroom and external school related activities.
  - Textbooks & class sets issued to students & teachers.
- Maintain equipment register using Oliver system and ensuring that system updates are applied to resources.
- Monitor the borrowing of equipment by staff for use outside the school.
- Sourcing, purchasing and processing of replacement & new equipment.
- Undertake annual stock take of all resources
- Assisting students and teachers in the Library to locate information and resources and to answer reference questions.
- Supervising students in the Library, under the direction of the Librarian or class teacher, during class time, before and after school and at lunchtime.
- Assisting the Librarian with the ordering of all equipment and liaising with the administration regarding ordering
- Maintaining the workroom, circulation desk and store room as required

#### **SCHOOL WIDE DUTIES**

- Playground supervision as part of a whole staff roster
- Textbook processing in the vacation prior to the start of Term 1 under the supervision of the Senior Teachers' Aide and the Administration Manager.
- Assisting at special events and functions within the school such as International Day etc, as requested.

## **RESPONSIBILITIES:**

- Diploma in Librarianship Management
  - At least 2 year(s) of working experience in the related field.
  - Previous working experience in a school would be a definite advantage
  - Fluent in spoken and written English and Bahasa Malaysia
  - Good ICT skills especially in Microsoft Office Applications (Word, Excel, Power-Point and cataloguing databases) as well as using and managing digital equipment
  - Possess good organization, interpersonal and communication skills
  - A keen learner and team player with positive working attitude
  - Able to work independently
  - The ability to multi-task and be flexible about work assignments
  - Applicants should be Malaysian citizens or hold relevant residence status
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Interested applicants are invited to submit a comprehensive C.V., a recent photograph, contact details of two referees (previous employer), current and expected salary to:

**Human Resource Department  
Australian International School Malaysia (AISM)  
No. 22, Jalan Anggerik  
The Mines Resort City  
43300 Seri Kembangan  
Selangor Darul Ehsan  
Email: [hr@aism.edu.my](mailto:hr@aism.edu.my)**

Only shortlisted candidates will be notified.