

Internal Vacancy - Library Assistant

Effective: January 2021

[Application deadline: 1pm, Monday 14th December 2020](#)

NIS seeks a Library Assistant (same scale as a Teaching Assistant) to work with the team in the transition of traditional school library to innovative Learning HUB. This person will focus on interacting with students although required to develop librarianship skills such as book check-in and check-out as well. This is a new concept for work to match a new concept for our library led by Angela Romero.

Here are the attributes we are looking for in a candidate:

- Technologically strong with skills, competency and interest
- Bilingual in English and Chinese (Korean a bonus)
- Able to assist library/HUB users with locating appropriate books and online materials
- Able to assist library/HUB users with using appropriate books and online materials
- Comfortable interacting with students of all ages
- Comfortable redirecting students of all ages when use of the space does not match norms
- Comfortable interacting with teachers across the school
- Comfortable interacting with our diverse parent body
- Interest in studying librarianship with school support

Application process:

Expressions of interest with letter of application to Holly Wang (hollywang@nanjing-school.com) by 1pm, Monday, December 14.

Holly Wang