



Position: Librarian

[Librarian Job in Sydney NSW - SEEK](#)

Location: Sydney Campus

Employment type: Full-time

## About MIT:

Melbourne Institute of Technology (MIT) is a leading self-accrediting Private Higher Education Provider with campuses in Melbourne and Sydney. We provide Business, Accounting, IT, Networking and Engineering (Telecommunications) and research programs, at Diploma, Bachelor and Master level to Australian and International students.

With a commitment to providing high quality educational programs with professional career outcomes, MIT offers an excellent opportunity for the Manager Compliance to utilise their experience and expertise in an exciting learning and working environment.

## The Role

The Librarian at MIT plays an integral role in shaping the future of the library's services. This is not just a custodial role; it's a strategic one. The selected individual will not only ensure the smooth operation of library services but also design and execute a forward-thinking strategy. This strategy is aimed at evolving the library's offerings, making them more aligned with current academic demands, and foreseeing future educational trends. The role requires a dynamic individual who can seamlessly blend traditional library management with innovative practices, thereby enhancing student experience and academic performance.

## Key Responsibilities

- Leadership and Management - Provide strong leadership in the areas of information literacy, research, compliance, and services. Efficiently manage and supervise the MIT library service staff, ensuring a smooth and effective workflow. This role directly oversees One (1) Library Technician/Assistant.
- Service Quality and Promotion - Guarantee high-quality library services that meet the needs of the MIT community. Facilitate and support learning initiatives, while also actively marketing these services using varied communication channels including face-to-face interactions, print materials, and digital platforms.
- Professionalism in Service Delivery - Uphold the standards of professionalism while delivering library services. Ensure that the services are in line with MIT's values, ethos, and are geared towards facilitating academic excellence.
- Data Management - Efficiently capture, store, and manage all pertinent data. Ensure that data handling and storage is done accurately and is in strict accordance with MIT's approved policies and procedures.
- Audit Participation - Actively participate in internal and external audits, ensuring that the library services meet the required standards. Collaborate with relevant teams to address any discrepancies or areas of improvement identified during audits.

- Resource Acquisition - Take charge of acquiring new resources for the library's collection. This includes but is not limited to books, journals, online resources, and other relevant academic materials that enhance the learning experience at MIT.
- Reporting and Communication - Regularly compile and present reports on library activities, resource usage, and other relevant metrics to the Associate Director Student Administration and Experience. Ensure that communication lines with stakeholders are open and feedback is effectively incorporated into library operations.

### Qualifications, Skills and Competencies

- Hold a bachelor's degree in education or related discipline and a postgraduate qualification in Librarianship or Information Management.
- ALIA accredited Professional Associate Level Membership or eligibility to apply.
- Proven experience as a Librarian at an Australian University or Higher Education provider.
- Demonstrated capability in managing library resources and systems.
- Strong communication skills, both written and verbal.
- Appreciation of cultural awareness related to the diverse student body.
- Experience in providing student-focused support and advice.
- Proven ability in developing student and staff workshops.

### Position Description

Downloaded at MIT careers: <https://www.mit.edu.au/about-us/jobs-mit>

### Apply via SEEK:

Applications close on **Sunday 12th July, 2026..**

*Melbourne Institute of Technology is committed to equality, diversity and inclusion. As an equal opportunity employer, and a leader in gender equality, we encourage and welcome applications from a diverse range of backgrounds and people.*

*Equal Opportunity and Privacy of personal information is MIT policy. For more details visit [www.mit.edu.au](http://www.mit.edu.au)*

*MIT reserves the right to close applications early if a suitable applicant is identified prior to application close date.*