MELBOURNE
INSTITUTE OF TECHNOLOGY

Position: Library Technician
Location: Sydney Campus
Employment type: Full-time
Award: Educational Services (Post-Secondary Education) Award 2020

About us

Melbourne Institute of Technology (MIT) is a leading Private institute of Higher Education with campuses in Melbourne and Sydney. We provide IT, Networking, Data Analytics, Business, Accounting and Engineering (Telecommunications) programs, at Bachelor and Master degree levels, to Australian and International students. MIT has a NEAS-accredited English Language Centre that offers a range of English language courses to help students improve their English skills and prepare them further study in Australia.

The Role

The Library Technician is responsible for the effective provision of library services that supports the educational goal of the Institute. MIT Library provides assistance to its clients over a range of areas including research, over the counter enquiries, educational use of online databases, gathering and the use of information and educating students on the effective use of MIT Library resources to maximise their learning potential.

The Library Technician reports to the Librarian.

Responsibilities

- Oversee administration tasks encompassing resource, record, and budget management, ensuring a grasp of contemporary academic library practices and theories, while efficiently capturing and maintaining precise data following approved policies.
- Ensure compliance facilitation with regulations, active involvement in audits, appropriate liaison with the Melbourne campus library, internal departments, external partners, and organisational groups, as well as participation in MIT committees, meetings, and collaborative departmental endeavours.
- Manage acquisition of resources vital for MIT Library Information Services (LIS) collections and assist the Sydney campus LIS when required.
- Provide timely updates on organisational and departmental plan progress, collaborate on plan adjustments in response to changing circumstances, implement suitable measures to attain departmental objectives, and uphold awareness of MIT operations to ensure strategic alignment.
- Monitor and report progress on organisational and departmental plans promptly, contribute to plan adjustments in response to changing circumstances, take suitable actions to attain departmental objectives, and sustain awareness of MIT operations for strategic alignment.

Refer to the full position description for detailed responsibilities of this role.

Qualifications, knowledge and skills

- A tertiary qualification in a related discipline is a mandatory requirement.
- Proven experience in assisting with library services is mandatory.
- Proficiency in the Microsoft Office suite, particularly Excel, Word, and Outlook, is mandatory.
- Demonstrated ability to communicate clearly and professionally with students, colleagues, and external stakeholders.
- Excellent written and verbal communication skills.
- Highly desirable to have experience working in a tertiary educational library environment.
- Possess a customer-focused approach with a passion for assisting students.
- Appreciation of cultural awareness and issues relating to the diverse cultural background of the student cohort.

Applications must include an updated resume and 3 professional referees.

Applications close on **Sunday, 06 July 2025**.

More information:
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Equal Opportunity and Privacy of personal information is MIT policy. For more details visit www.mit.edu.au

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