



# Library Assistant

Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross Tradition, is seeking a part-time Library Assistant to provide support in the Library Media Center to all members of the Cathedral learning community. The chosen candidate will be hired to begin employment at Cathedral during the current school year.

If interested, please download the application from Cathedral's website at [www.gocathedral.com](http://www.gocathedral.com). Please submit all applications with a cover letter, resume, and collegiate transcripts to Mr. Dennis Thomas, Vice Principal for Academics at [dthomas@gocathedral.com](mailto:dthomas@gocathedral.com)

Applications are being reviewed now, and the position will remain posted until filled.

## Job Summary

The successful candidate will be a part of an active high school media center as a highly organized, and customer service centric member of the team. The candidate will have the ability to work effectively with students, teachers, and parent volunteers in the midst of a vibrant, inviting, and changing library environment.

The Library Assistant will develop growing relationships with students through research help, reader's advisory, and general assistance in our lively and active media center while also maintaining circulation tasks, making suggestions for collection development, and promoting the services of the media center to the school faculty, staff, and students. A Bachelor's degree from a four-year college is preferred. The candidate must have the ability to teach and use online databases and other electronic resources to students and faculty and a willingness to experiment with new technologies.

## Desired Qualifications

- High school diploma is required; Bachelor's degree (B.S.) from a four-year college or university is preferred
- Commitment to the school's Holy Cross values
- Familiarity with iPads and apps, Microsoft Office Suite, Google Suite, smartphone technology, Apple TV, and online presentation software and applications
- Ability to use and teach online databases and other electronic resources to students and faculty
- Willingness to experiment with new technologies
- Flexible, team-oriented, welcoming of challenges, and a desire to learn and grow
- Ability to develop good, working relationships with all members of the Cathedral learning community; students, faculty/staff and parents
- Desire to work collaboratively with students, faculty, and other staff members
- A good sense of humor and enjoyment of working with young people