

POSITION DESCRIPTION

Student Assistant – Library Collections

Reports to:	Collections Strategy & Access Manager
Division:	Deputy Vice Chancellor Academic (DVCA)
Tenure:	Fixed Term
Location:	Hamilton
Date:	September 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Deputy Vice-Chancellor (Academic) (DVCA) is responsible for teaching and learning, curriculum oversight, academic governance and quality assurance, student administration and enrolment, and the pastoral care and support of students. The DVCA portfolio integrates academic leadership and professional services to ensure a coherent, high-quality and student-centred academic experience, from admission through to progression, completion and graduation.

Situated within the DVCA, the Library Services provides inclusive, accessible, student-centred and research-enabling services, resources and environments that support the University of Waikato's strategic goals across Hamilton, Tauranga and global partnerships.

Library Services holds significant taonga and is home to Mātangireia: the University's collection of Māori, Pacific, Aotearoa and Indigenous resources, associated spaces and services underpinned by kaupapa Māori values, and O Neherā: the University's digital library for showcasing digital and digitised collections.

The portfolio includes:

- Collections and Content: stewardship of physical and digital collections, including taonga and Cultural Collections, and sustainable access to scholarly content.
- Digital Platforms and Discovery: management and continuous improvement of core library systems that underpin discovery, access and engagement with resources.
- Scholarly Communications and Open Research: leadership and services that support research visibility, responsible scholarship, and 'open by default' approaches where appropriate.
- University Art Collection: stewardship and access to the University's art holdings and associated governance.

2. POSITION PURPOSE

To support the project-based work of the Collections, Strategy and Access Team.

3. FUNCTIONAL RELATIONSHIPS

Internal:

- Collections Strategy & Access Manager
- Collections Librarians
- Library Experience Assistants

4. KEY RESPONSIBILITIES

- Assist with the review and organisation of library materials to ensure the collection remains relevant and accessible.
- Support the identification of outdated, duplicate, or damaged resources in alignment with Library guidelines.
- Help with the re-shelving, shifting, and reorganisation of materials to maintain an orderly and user-friendly environment.

- Maintain accurate records of collection updates and changes.
- Collaborate with Library staff to support ongoing improvement of the library's physical space and resource accessibility.

Team Contribution

- Work effectively as a member of the Collections, Strategy and Access Team to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

5. PERFORMANCE STANDARDS

The Student Assistant – Library Collections will be performing satisfactorily when they:

- Complete review and organisation tasks accurately and efficiently, ensuring materials are clearly arranged and accessible to users.
- Consistently identify materials for review in accordance with library guidelines, with minimal errors or omissions.
- Shelf and reorganise materials accurately and efficiently, contributing to a tidy, well-organised library space.
- Record collection updates promptly and with a high degree of accuracy, ensuring records are complete and up to date.
- Work cooperatively with staff, contributing positively to projects that improve the accessibility and presentation of the library space.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A good standard of general education to NCEA level 3

Desirable

- Studying towards a degree at the University of Waikato

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Attention to detail and accuracy
- Ability to safely carry out physical tasks such as lifting, shelving, and moving materials
- Ability to follow instructions and library guidelines
- Good organisational skills
- Reliable and able to work independently

Preferred

- Familiarity with library layouts or shelving systems
- Experience with basic record-keeping or data entry
- Interest in libraries, books, or resource management

PERSONAL QUALITIES

- Reliable and punctual
- Careful and thorough in their work
- Positive attitude and willingness to learn
- Respectful and approachable when working with others.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by Te Tiriti o Waitangi.
- Commitment to a culture of openness, flexibility and co-operation.