

Monash University Library

Casual Library Opportunities Program

ABOUT

Monash University [Library](#) is one of Australia's leading academic libraries with a long standing reputation for a comprehensive collection, technological innovation and professional excellence. We strengthen the University by providing outstanding scholarly resources and study facilities and through leadership in research skills development, scholarly communication and use of technology.

FAQs

WHAT IS THE CASUAL LIBRARY EMPLOYMENT PROGRAM?

The Casual Library Opportunities Program connects interested people with potential casual employment opportunities throughout the Monash University Library as they arise from time to time, across a number of [branches](#), in a variety of roles.

Casual staff work as part of our team, taking roles that include Information Service Assistants and Officers, Librarians and Learning Skills Advisers.

If you would like to be considered for casual opportunities as they become available, please register and outline your skills, knowledge and work preferences using the [online Application Form](#) to ensure that you are aligned with suitable casual vacancies as they arise from time to time.

By registering your Expression of Interest, your details will be saved in our Casual Staff Bank. We are unable to provide Registrants with a guarantee of casual work or predict when a casual vacancy will arise.

WHAT IS THE DEFINITION OF CASUAL STAFF?

Casual staff are non-academic or professional staff who are engaged by and paid by the hour where the nature of the work is ad hoc or short term in nature and where flexibility to vary hours or modify employment is required (for example to cover leave absences or provide assistance for additional, seasonal or special project type work).

WHAT IS THE CLOSING DATE FOR EXPRESSIONS OF INTEREST?

This is an ongoing standing advertisement seeking expressions of interest from candidates who are interested in casual work with the Library. For 2017, the closing date is 31st December.

The purpose of the advertisement is to attract expressions of interest from candidates who would like to be considered for casual work as it arises, from time to time, in a variety of positions across a number of different library branches.

WHEN WILL POSITIONS BECOME AVAILABLE?

Casual vacancies arise from time to time, in a variety of roles, across a number of library branches. By registering and uploading your CV your skill set can be matched to suitable casual positions as they arise. We are unable to provide Registrants with a guarantee of casual work or predict when a casual vacancy will arise.

ARE POSITION DESCRIPTIONS AVAILABLE?

Position descriptions will only be made available at the time a casual vacancy is identified. Registrants whose skills and experience match the specific requirements of the casual vacancies will be contacted by Human Resources who will supply a copy of the relevant position description.

HOW DO I APPLY?

Start your registration for the Casual Library Opportunities program by registering online [here](#).

Detailed advice on how to apply for a job at Monash can be found [here](#) and [here](#).

AM I ELIGIBLE TO WORK AT MONASH LIBRARY?

We welcome expressions of interest from all candidates who hold Australian working rights, including working holiday visas. Your visa type may have limitations on the number of hours you are permitted to work, but we will be happy to accommodate for this where possible.

CAN I UPDATE MY APPLICATION AT A LATER DATE?

Yes. You can save your application before all documents have been attached and you will receive an email reminding you to complete your application. However, the system will delete your incomplete application after 14 days.

After you have completed your online registration, you can return to your application and update your details.

APPLICATION QUESTIONS

Your online application will require you to answer a series of questions to assist us to match your knowledge, skills set and experience with suitable casual vacancies (as they arise).

WHEN WILL YOU CONTACT ME ABOUT MY EXPRESSION OF INTEREST?

You will **only** be contacted when a casual vacancy arises that matches your skill set. Please ensure you keep your details up to date.

WHERE ARE YOUR BRANCHES LOCATED?

Further information about our library branches can be found [here](#).