



Gratia Christian College is registered under the Post Secondary Colleges Ordinance (Cap. 320) and has started offering degree programmes since 2015. Currently, Gratia is offering 4 full-time bachelor honours degree programmes, an advanced diploma programme (at QF Level 5 status), 5 higher diploma programmes, a professional diploma programme (at QF Level 4 status), and another at diploma level, with the vision of becoming a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love.

The College now seeks to recruit suitable candidates for the following position:

## **Part-time Library Helpers**

### **Requirements:**

- a) Students / fresh graduates of Higher Diploma in library studies or related discipline;
- b) Availability to report duty during weekday evenings (5:30 / 6:30 - 10:00 pm) and Saturday mornings (11:30 am - 4:00 pm);
- c) Willingness with motivation to learn and practise library routine work;
- d) Proficiency in MS Office software;
- e) Good communication skills and work independently, with communicative Mandarin an edge, and;
- f) Immediate availability is highly preferred.

### **Responsibilities:**

The appointee will be responsible mainly for the following:

1. Provide cataloguing support for the library;
2. Assist in the end-processing that includes labeling, casing (when needed), barcoding, and delivering materials to the appropriate location for library users' future use;
3. Re-shelve the books or journals recently checked in alignment with the library practice;
4. Facilitate students and staff in their search of relevant books, journals, and printed matters as well as library information and resources available;
5. Input the relevant data as assigned;
6. Discharge clerical duties for the library, where appropriate;
7. Observe the National Security Law as well as the National Flag and National Emblem Ordinance in discharging duties of the post; and
8. Carry out other duties as assigned by supervisor(s).

### **Applications:**

Please apply in writing with full resume and copies of academic qualifications, indicating date of availability, latest and expected salaries. Applications should reach the Human Resources Office, Gratia Christian College, 5 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong, or by email to [hr@gratia.edu.hk](mailto:hr@gratia.edu.hk) on or before 28 July 2025, Monday. Shortlisting and interview may be arranged before the application deadline should suitable potential candidates be identified. For enquiries, please

call at 5804 4149.

*Personal data collected will be used for recruitment-related purposes only.*