

The College now seeks to recruit a suitable candidate for the following position below:

Library Assistant

Responsibilities:

The appointee will assist in providing user-friendly Library services for the College's staff and students. Major duties include:

- providing services at the Library counter
- performing copy and original cataloging, and end-processing of library materials
- assisting in processing acquisition procedures
- ensuring that Library collections are tidily displayed in an orderly manner
- supporting the maintenance of an orderly, pleasant and safe library environment
- providing clerical support for routine and ad hoc projects
- assisting in collating statistical information
- performing other tasks as assigned.

Evening, weekend, and holiday shift duties at the Library counters are required. The successful candidate will be expected to undertake two night shifts per week (until 10:00 p.m.) and Saturday shifts every three to four weeks. The total weekly working hours amount to 45.

Requirements:

Eligible candidates are expected to:

- a) possess a higher diploma in Library and Information Studies or a related discipline
- b) have a good command of written and spoken English and Chinese
- c) demonstrate strong interpersonal skills with a customer-oriented attitude
- d) be able to work both independently and collaboratively
- e) have good knowledge of relevant computer applications, e.g. MS Office and Chinese word-processing

Fresh graduates are welcome to apply.

Terms of appointment:

Salary will be commensurate with qualifications and experience. Appointment is on contract basis. Annual leave and medical benefits will be provided.