



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, 5 higher diploma programmes, one professional diploma programme at QF Level 4 status, and another advanced diploma at level 5 at QF Level 5, 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:

## **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.

**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, Address: 1/F, 69-119 Broadway Street, Mei Foo Sun Chuen, Phase 4, Kowloon, Hong Kong, or by email to [hr@gratia.edu.hk](mailto:hr@gratia.edu.hk) on or 1 May 2026, Friday. For enquiries, please call at Tel: (852) 2115 1215 ext. 809 or 804

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