

Library Assistant II (Ref: 2401391)
Library (User Services Section)

The appointee will be responsible for performing general library duties relating to access services such as circulation, inter-library loans and document delivery, collection maintenance, membership and patron records maintenance, facilities management, shelving and shelf reading. He/She will assist in the supervision and training of student/part-time helpers, provide clerical support, and deliver services at the circulation counter, and carry out other duties as assigned by supervisors. The appointee will be required to perform duties at the Mong Man Wai Library on Tai Po Campus and at the Tseung Kwan O Study Centre Library and North Point Study Centre on a roster and shift basis, including evenings, weekends and public holidays.

Applicants should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language and Mathematics in the HKDSE; or Grade E (Level 2) or above in at least 5 subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent. They should have good interpersonal skills; good command of written and spoken English and Chinese; proficiency in English and Chinese typing and strong computer skills. Fluency in Putonghua is desirable, and previous experience in academic libraries will be an advantage.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **13 December 2024**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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