

*Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. The University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.*

*The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as two Academies, Academy for Educational Development and Innovation and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres and Faculty-level research and professional development centres. For more information about the University, please visit <http://www.eduhk.hk>.*

*We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.*

### **Senior Assistant Librarian (Ref: 2500078) Library (User Services Section)**

The Education University of Hong Kong Library is seeking an experienced and innovative professional librarian to serve as the Head of its User Services Section and lead the Access Services Unit as well as Research and Learning Support Unit under the Section. Leading a team of professional librarians and support staff, the appointee will oversee the daily operations of a wide range of public services activities, including organisation and circulation of physical resources, space and facility management, patron and membership management, inter-library loans and document delivery, research and learning support services, participating in internal and external committees and initiatives. He / She will be a member of the Library's management team and will work closely with academic departments, academic staff and students on the development and delivery of library services. The appointee will be required to perform reference duties at the Library's Information Counter on a shift basis in evenings, weekends and public holidays.

Applicants should have a recognized first degree plus a postgraduate qualification in Librarianship or Information Sciences (MLS, MCLIP or equivalent) with at least six years of post-qualification experience in an academic library environment with increasing managerial responsibilities. They should also have substantial knowledge and experience in different aspects of library public services, including research and information services. Excellent analytical, problem solving, organization and leadership skills with experience of supervising and managing staff, and high proficiency in English and Chinese are required. Experience and knowledge in other areas of library services, information technology, electronic media, proficiency in Putonghua and hands on experience with Alma Library System will be advantageous.

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 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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 **11 February 2025**. 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/jobsoff/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.

**EdUHK is an Equal Opportunities Employer.**