

Library Assistant II (Ref: 2301084)
Library (Collection Development Section)

The appointee will be responsible for acquisitions/payments and serials control of the Library's collections in various formats. He/ she will provide clerical support in the section, supervise student helpers and carry out other duties as assigned by supervisors. The appointee will also be required to work at service counters on a regular 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 Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade E (Level 2) or above in at least 5 subjects including Chinese, English (Syllabus B) and Mathematics in the Hong Kong Certificate of Education Examination (HKCEE) or equivalent; good interpersonal skills; good command of written and spoken English and Chinese; proficiency in English and Chinese typing, and computer skill. Fluency in Putonghua is an advantage. Knowledge in MARC21 and RDA is also advantageous for this position. Priority will be given to those with recognized library assistant training, working experiences in academic libraries and Alma system.

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 **6 October 2023**. 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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