

Library Assistant I (Ref: 2400538)
Library (Access Services)

The appointee will be responsible for assisting the Head of Access Services in overseeing various areas of library duties relating to access services, e.g. circulation of library materials, patron liability and monetary account management, inter-library loan and document delivery services, online booking and management of facilities, library membership and patron records management, collections management, etc. He/She will supervise and train a team of Library Assistants and Student Helpers, provide administrative support to the Section Head, and carry out paraprofessional duties including project management, liaisons with library users and vendors, as well as analysing and resolving problem cases. The appointee will serve as supervisor at service counters at the Mong Man Wai Library on Tai Po Campus and Tseung Kwan O Study Centre Learning Commons on a shift basis, including evenings, weekends and public holidays.

Applicants should have Level 2 or equivalent of 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 English Language (Syllabus B), Chinese Language and Mathematics in HKCEE or equivalent, recognized library assistant training, at least 5 years of relevant experience preferably in large academic libraries, good command of written and spoken English and Chinese (Cantonese and Putonghua), proficiency in computer skills, experience in using Alma (or other major library systems) as well as good interpersonal and communication skills.

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 **7 June 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>.

EdUHK is an Equal Opportunities Employer.