

Assistant Librarian (Ref: 2600778)

Library (Information Management Unit, Resource Services Section)

The Education University of Hong Kong Library is seeking an experienced library professional with a strong background in technical services and information management. The successful candidate will be appointed at the rank of Assistant Librarian and will be deployed in Information Management Unit of the Library's Resource Services Section. He/she will assist the Unit Head in managing the Unit, including daily administration, cataloguing of all types of library resources and data management of in-house developed databases. The appointee will train and supervise a team of library assistants, part-time staff and student helpers. The appointee will also serve as liaison to academic departments, and will be required to provide reference services at Service Counter on shift basis, including evenings, weekends and public holidays.

The successful candidate should possess a recognized first degree plus a postgraduate qualification in librarianship or information science (MLS, MCLIP or equivalent), with at least two years' post-qualification experience in a large academic library. He/she should have substantial professional knowledge in international cataloguing standards including AACR2, RDA, LCSH and MARC21, advanced knowledge on metadata management tools such as Microsoft Excel and MarcEdit, strong interpersonal and communication skills. Priority will be given to those with working experiences with ExLibris Alma system, Elsevier Pure and other common repository platforms.

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 **18 September 2026**.

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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