

## COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College*, offering quality sub-degree programmes for secondary school leavers; and the *School of Professional Education and Executive Development*, offering professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates.



School of Professional Education  
and Executive Development  
專業進修學院

SPEED

The College now invites applications for the following posts:

### CPCE Libraries

**Library Assistant I/II (part-time) (several posts)** (Ref. 180803-03)

**[Appointment period: four to ten months]**

### Duties

The appointee will serve one of the following areas:

#### A) Acquisitions

The appointee will (a) perform routine deduplication, seek quotations, place orders and process invoices for all library acquisitions, (b) receive and inspect all materials purchased by the library, (c) carry out simple copy cataloguing, (d) handle administrative duties of the Team, including but not limited to taking care of library supplies, furniture and equipment for good physical conditions and/or sufficient quantity, and quality assurance, and (e) perform any other duties as assigned.

#### B) User Services

The appointee will (a) provide services at the library counter, (b) assist in shelving and reorganisation of books, (c) perform library patrol and in-library user counting, (d) perform inventory check, (e) provide support to new books processing, book display and other promotional activities, and (f) perform any other duties as assigned.

Appointees will be required to work in daytime and/or in evenings and on weekdays and/or on Saturdays on either of the two campuses in West Kowloon or Hung Hom Bay.

### Qualifications

Applicants should have (a) at least Grade E/Level 2 or equivalent in five subjects in HKCEE or HKDSEE including English Language (at least Grade C if Syllabus A), Chinese Language and Mathematics, (b) at least five years' relevant working experience in libraries, (c) strong interpersonal skills and customer service attitude, and (d) proficiency in computer applications including MS Word, Excel and Chinese word processing.

Possession of related library qualifications and working experience in INNOPAC Millennium and in academic libraries will be advantageous.

Applicants with less experience will be considered for the post of Library Assistant II.

Full-time students are welcome to apply.

## **Remuneration**

Salary offered will be commensurate with qualifications and experience.

## **Application**

Please complete the job application form which is available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](http://www.cpce-polyu.edu.hk/chro/app_form/). For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Completed application forms should be returned to the **Human Resources Office, College of Professional and Continuing Education, Room 1710, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon** by post/fax (2364 0098)/e-mail ([huoffice@cpce-polyu.edu.hk](mailto:huoffice@cpce-polyu.edu.hk)). Recruitment will continue until the position is filled.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

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