

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. There are four Academic Divisions in CPCE, namely Divisions of Business and Hospitality Management; Languages and Communication; Science, Engineering and Health Studies; and Social Sciences, Humanities and Design.



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



The College now invites applications for the following posts:

CPCE Libraries

Library Assistant I/II (several posts) (Ref. 190712-05)

Duties

Appointees 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) liaise with library vendors and binders; (e) be responsible for the administrative duties of the Team as assigned, 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 (f) perform any other duties as assigned.

B) Learning Support Services

The appointee will (a) plan and implement learning enhancement activities and workshops, including face to face assistance, logistical arrangement, promotion materials preparation, etc; (b) prepare and compile the procedural documents and handle administrative matters; (c) perform counter duties, and (d) perform any other duties as assigned.

C) Systems Services

The appointee will (a) assist in maintaining various library systems and databases; (b) assist in designing, developing and supporting web applications; (c) provide administrative support and prepare statistical reports; (d) coordinate with other CPCE units/offices and external vendors, and (e) perform any other duties as assigned.

D) User Services

The appointee will (a) perform high quality user services comprising circulation, enquiry and information services, shelving and collection maintenance, user areas maintenance and promotional activities; (b) assist users in the use of library services, resources and facilities, and (c) perform any other duties as assigned.

Appointees may be required to work on shift duties in evenings, weekends and on public holidays on either of the two campuses in West Kowloon and Hung Hom Bay.

Qualifications

Applicants should (a) have 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) have at least five years' relevant working experience in libraries; (c) have good proficiency in both written and spoken English and Chinese; (d) be self-motivated, mature, organized, responsible and result-oriented, and (e) have proficiency in computer applications including MS Word, Excel and Chinese word processing.

To serve one of the following areas, appointees should also have the following experience and qualities:

A) Acquisitions

(a) be attentive to details and to transcribe information with high accuracy; (b) be able to work independently and meet deadline, and (c) be willing to take up additional responsibilities as needed and take effort to self-learn to accomplish the assigned tasks.

B) Learning Support Services

(a) good knowledge of graphics design and hands-on experience of the Adobe create suite of tools, such as InDesign, Illustrator, Photoshop and other tools for graphics/video editing; (b) knowledge of production tools and methodology, and (c) a strong technical aptitude to quickly learn new software and hardware.

C) Systems Services

(a) good knowledge of graphics and interface design and hands-on experience of PHP, SQL, JavaScript, XML, and the tools for web developments, and (b) practical experience in provision of IT support services to users.

D) User Services

(a) excellent interpersonal and customer service skills.

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.

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/. For applicants who wish to provide separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Recruitment will continue until the positions are filled.

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

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