

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



The College now invites applications for the following post:

CPCE Libraries

Library Assistant II (Systems Services) (Ref. 190222-03)

Duties

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.

The appointee 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 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) good knowledge of graphics and interface design and hands-on experience of PHP, SQL, JavaScript, XML, and the tools for web developments; (c) practical experience in provision of IT support services to users; (d) good proficiency in both written and spoken English and Chinese, and (e) good multi-tasking, interpersonal and communication skills.

Possession of knowledge and experience of INNOPAC Millennium system and discovery services will be advantageous. Preference will be given to those with knowledge in academic library operations.

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 a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. 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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