

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 (User Services) (Ref. 170413-02)

Duties

The appointee will be required to:

- (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.

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

Qualifications

Applicants should have the following qualifications and qualities:

- (a) at least Grade E/Level 2 or equivalent in five subjects in HKCEE or HKDSE including English Language (at least Grade C if Syllabus A), Chinese Language and Mathematics;
- (b) proficiency in computer applications including MS Word, Excel and Chinese word processing;
- (c) excellent interpersonal and customer service skills; and
- (d) be self-motivated, organized, responsible and a good team player.

Possession of working experience in academic libraries will be advantageous.

Remuneration

Salary offered will be commensurate with qualifications and experience.

Application

Application forms are obtainable by downloading from http://www.cpce-polyu.edu.hk/chro/app_form/. Please quote the reference number, unit and post in the application. 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) on or before **Saturday, 29 April 2017**. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

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

April 2017