

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 I/II (Cataloguing) (Ref. 180112-01)

Duties

The appointee will be required to:

- (a) perform copy cataloguing and classify library materials in various formats;
- (b) process added copies and continuations of library materials;
- (c) maintain authority control for bibliographic records;
- (d) perform end-processing of new library materials;
- (e) prepare books for inter-branch delivery;
- (f) train new and inexperienced supporting staff; and
- (g) 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 the following qualifications and qualities:

- (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;
- (c) abilities to work accurately and pay attention to details;
- (d) proficiency in computer applications including MS Word, Excel and Chinese word processing; and
- (e) knowledge of RDA, AACR2R, MARC21, LCSH, LCCS.

Possession of related library certificates, knowledge of the Pin-yin system and other foreign languages, as well as working experience in INNOPAC/Millennium Library System and in an academic library will be advantageous.

Applicants with less experience will be considered for the position 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 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) on or before **Saturday, 27 January 2018**. 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.

January 2018