

## 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 posts:

### CPCE Libraries

**Library Assistant I/II (User Services) (part-time) (several posts) (Ref. 170714-01)**  
**[Appointment period: three months]**

#### Duties

Appointees will be required to:

- (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, poster design 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 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 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 poster design, web page design, 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**

Application forms are obtainable by downloading from [http://www.cpce-polyu.edu.hk/chro/app\\_form/](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](mailto:huoffice@cpce-polyu.edu.hk)) on or before **Saturday, 29 July 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.

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