COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

CPCE Libraries

Post Specification

Library Assistant I/II (two posts) (Ref. 090403-01)

Duties

The appointees will be:

(a) responsible for performing duties in either of the two campuses in Hung Hom Bay and West Kowloon. Duties include the provision of high quality reader services comprising access services such as circulation, shelving and collection maintenance, membership, user areas maintenance, as well as enquiry and information services; and
(b) required to perform any other duties as assigned.

Appointees will be required to work on shift duties in evenings, weekends and on public holidays.

Qualifications

Applicants should have:

(a) Grade E/Level 2 or above in at least five subjects in HKCEE including English Language (at least Grade C if Syllabus A), Chinese Language and Mathematics;
(b) five years' experience in an academic library;
(c) strong interpersonal skills and customer service attitude;
(d) abilities to work accurately and pay attention to details;
(e) experience in Innopac Millennium; and
(f) proficiency in computer applications including MS Word, Excel and Chinese word processing. Possession of knowledge of web page authoring and related library certificates will be an advantage.

Applicants with less experience will be considered for the post of Library Assistant II.

Remuneration

Salary offered will be commensurate with qualifications and experience. Applicants should state their current and expected salary in the application.

April 2009