

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* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers 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. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



School of Professional Education
and Executive Development
專業進修學院

SPEED

The College now invites applications for the following post:

CPCE Libraries

Library Assistant I/II (User Services) (Ref. 210507-01)

Duties

The appointee will (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 PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus.

Qualifications

Applicants should (a) have 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) have at least five years' relevant working experience in libraries; (c) have good proficiency in both written and spoken English and Chinese; (d) have excellent interpersonal and customer service skills; (e) be able to work independently and within a team, self-motivated, mature, organized and responsible, and (g) have proficiency in computer applications including MS Word, Excel and Chinese word processing.

Possession of working experience in academic libraries will be advantageous.

Applicants with a recognised degree/associate degree/higher diploma but less experience will also be considered.

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 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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