

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 posts:

CPCE Libraries

Library Assistant I/II (part-time) (several posts) (Ref. 210521-03)
[Appointment period: three to six months]

Duties

Appointee will serve one of the following areas:

A) Systems Services

The appointee(s) will (a) provide IT-related services and support to both CPCE Libraries offices and users; (b) assist in development and maintenance of in-house Library programs and database applications; (c) assist in system administration of Library application servers, and (d) perform any other duties as assigned.

B) User Services

The appointee(s) will (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 and other promotional activities, and (f) perform any other duties as assigned.

Appointees will be required to work on shift duties in evenings, weekends and on public holidays on PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus.

Qualifications

Applicants should have (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) good proficiency in both written and spoken English and Chinese; (d) be self-motivated, mature, organized, responsible and result-oriented, and (e) proficiency in computer applications including MS Word, Excel and Chinese word processing.

To serve one of the following areas, appointees should also have the following experience and qualities:

A) Systems Services

(a) working knowledge of CSS, HTML, XML, JavaScript, MySQL and PHP, and (b) hands-on experience in computer programming, web application development and Linux server configurations.

B) User Services

(a) excellent interpersonal and customer service skills.

Possession of related library qualifications and working experience in INNOPAC Millennium and in academic libraries will be advantageous.

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

Full-time students are welcome to apply.

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 positions are filled.

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

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