

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



The College now invites applications for the following post:

CPCE Libraries

Library Assistant I/II (Resources and Academic Support) (Ref. 220506-05)

Duties

The appointee will (a) assist in the planning and implementation of learning and teaching enhancement activities and workshops; (b) assist in the promotion and use of the library printed and electronic resources; (c) provide administrative support for technical processing of library materials; (d) provide customer services, and (e) 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 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 of relevant working experience in libraries; (c) good knowledge of graphics design and hands-on experience of the Adobe create suite of tools, such as InDesign, Illustrator and Photoshop, etc.; (d) knowledge of production tools and methodology; (e) basic knowledge of RDA, AACR2r, MARC21, LCSH, LCCS; (f) a strong technical aptitude to quickly learn new software and hardware; (g) good proficiency in both written and spoken English and Chinese; (h) the quality of being self-motivated, organized, responsible and result-oriented, and (i) proficiency in computer applications including MS Word, Excel and Chinese word processing.

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

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

Remuneration and Conditions of Service

Salary offered will be commensurate with qualifications and experience. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/. and send it to the Human Resources Office, College of Professional and Continuing Education via email huoffice@cpce-polyu.edu.hk. 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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