

HONG KONG SHUE YAN UNIVERSITY

Learning Support Librarian (at the rank of Assistant Librarian)

The Library is inviting applications for an assistant librarian whose job title is 'Learning Support Librarian'. Reporting to the University Librarian, the appointee will be responsible for:

- (a) creating the web content of online learning, subject guides and other information literacy platforms;
- (b) developing printed and online user guides and instructional materials;
- (c) delivering face-to-face and online information literacy classes to users;
- (d) providing face-to-face and online services and activities for research consultation;
- (e) planning library exhibition activities and cultural events;
- (f) serving as library liaison to academic departments; and
- (g) performing other tasks as assigned.

The appointee will be required to work on Information Desk shift duties on some evenings/weekends/public holidays.

Applicants should have:

- (i) a Master's degree in information management or library science;
- (ii) an excellent command of both written and spoken English and Chinese (including Putonghua);
- (iii) proficiency in computer applications, such as MS Word, Excel, PowerPoint, etc.;
- (iv) experience in developing library information literacy contents;
- (v) experience in producing infographic contents;
- (vi) strong interpersonal and communication skills; and
- (vii) a positive attitude and ability to work as a team player.

Having experience working in academic libraries will be an advantage.

Shortlisted applicants may be required to take a written test.

Applicants should email the Application Form, Resume and Cover Letter to the University Librarian at libjoe@hksyu.edu or mail to:

Hong Kong Shue Yan University,
Library Complex
12 Wai Tsui Crescent, Braemar Hill,
North Point, H.K.

Closing Date: Until the post is filled

The application form can be obtained at:

<https://www.hksyu.edu/assets/careers/Application%20Form%20for%20non-Academic%20Positions.doc>

Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purposes. All application materials will be safely discarded after the recruitment exercise.