

Library Assistant (Electronic Resources Management) in the Library

Hong Kong Shue Yan University Library is seeking to fill the Library Assistant position. The position reports to Electronic Resource Librarian and works closely with the acquisition staff and circulation staff.

General Performance Expectations: Work must be performed accurately, in a timely manner, and with civility in all interactions with electronic resource management librarian, online databases vendors, staff and students.

Responsibilities:

- Update the user guides / Research Guides of all subscribed online databases.
- Edit library webpage contents for the trial, newly subscribed and existing online resources.
- Assist in managing the usage statistics of online resources.
- Review and participate in problem checking for e-resource problems. Resolves or forwards urgent problems as appropriate.
- Processes invoices for online resource materials received by the library, including non-routine payments (one-time orders, e-collections, etc.).
- Take up various library operational and counter duties.
- Perform other tasks as assigned; and
- shift duties on evenings, weekends and public holidays will be required.

Candidates should possess:

- a higher diploma or university degree in library management or information science or related disciplines.
- have experience in maintaining electronic resources in Alma system in academic libraries will be an advantage.
- good knowledge in computer skills, e.g., Microsoft Office applications (Words, excel, WordPress), marc editor, webpage editing and video editing.
- have experience in maintaining the catalogued records in AACR2.
- have good command of both written and spoken Chinese and English.
- have good interpersonal and organizational skills; and
- have positive service attitudes and the ability to manage multiple tasks.

Salary will be commensurate with qualifications and experience.

Applicants should email 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.*

The application form can be accessed at:

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

All application materials will be held in strict confidence. Only those who are short-listed will be contacted.

The application will be closed until the post is filled.