

## **Library Attendants (2 Posts)**

### **Responsibilities:**

- Take up various library operational and counter duties;
- Shelf the returned library materials;
- Proceed with the shelf reading;
- Perform the manual work, including moving library books and library furniture;
- Perform other tasks as assigned; and
- Shift duties on evenings, weekends, and public holidays will be required.

### **Requirements:**

- HKDSEE/HKCEE 5 subjects passed including Chinese & English or equivalent;
- command of both written and spoken English and Chinese;
- basic computer skills, e.g. MS Office applications, email, and web interface; and
- as a good member of a team.

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](mailto: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 shortlisted will be contacted.

The application will be closed until the post is filled.