

HONG KONG SHUE YAN UNIVERSITY

Position: Library Assistant (2 Posts)

1. Library Assistant in Cataloguing Section

Responsibilities:

- catalogue and handle end processing of library materials in various formats;
- maintain metadata standards for library materials;
- assist in authority records control;
- perform other tasks as assigned.

2. Library Assistant in Acquisition & Serials Section

Responsibilities:

- assist the acquisition processes of library materials in various formats;
- manage bibliographic, order and item records;
- follow up the reading lists in course outlines;
- assist in process new arrivals materials and compiling acquisitions statistics;
- perform other tasks as assigned.

Candidates should possess:

- a higher diploma or university degree in library management or information science or related disciplines;
- have relevant working experience in academic library and Alma system would be an advantage;
- proficiency in English & Chinese typing;
- good command of both written and spoken English and Chinese;
- good computer skills, e.g. MS Office applications;
- self-motivation, and strong interpersonal and collaboration skills;
- for Position 1, knowledge of RDA, AACR2R, MARC21, LCSH, DDC, LCCS and Dublin Core;

Counter services to library users will be required. Shift duties on evenings, weekends and public holidays will be required.

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/assets/careers/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 closing date is 31st March 2023.