

Assistant Librarian (User Services) in the Library

Hong Kong Shue Yan University Library is inviting applications for the Assistant Librarian position. The appointee reports to the University Librarian.

Responsibilities for this position include:

- Overseeing circulation services, course reserves, and user management;
- Developing circulation regulations, policies, and services to enhance user access to library materials;
- Coordinating counter services and staff roster;
- Managing user space areas within the Library and participating in space planning;
- Collaborating with the Facilities Management Office to ensure smooth library operations;
- Promoting and overseeing Alumni Services within the Library;
- Supervising book preservation activities;
- Providing training and supervision to support staff and student helpers;
- Acting as the Liaison Librarian for academic departments;
- Compiling statistics and reports related to User Services;
- Performing any other duties assigned by the University Librarian.

Candidates for this position should possess the following qualifications:

- A recognized Master's degree in Library Science/Information Science or a related field;
- Relevant work experience in academic libraries, with knowledge of Alma and Primo VE;
- Practical experience in access services, alumni services, circulation, course reserves, and facilities management;
- The ability to work independently and collaboratively with colleagues in the Library and the University;
- Excellent interpersonal, written, and oral communication skills in both English and Chinese.

The appointee will be required to work shifts in the evenings and on weekends.

Salary will be commensurate with qualifications and experience.

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.*

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 position is open for application until 31st May 2024.