

## **Full-time - Archives Assistant**

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

### **Responsibilities:**

- Process, arrange, describe, and preserve archival materials (both physical and digital);
- Maintain accurate metadata and update finding aids;
- Support digitization initiatives;
- Curate content for library exhibitions, social media, and the Archives' website;
- Assist in outreach activities such as workshops and tours;
- Handle archives requests
- Support the team in the documentation and statistical tasks;
- Carry out any other duties assigned by the University Archivist.

### **Candidates should possess:**

- Possess a recognized degree, preferably in archives or records management, library or information science;
- Have at least 1-2 years of relevant experience working in archives, preferably in a university, museum, or cultural institution;
- Experience in using database systems and data standards to catalog and manage archives;
- Knowledge in editing HTML, CSS and graphic design is desirable;
- Familiarity with best practices for digitizing a variety of materials, including photographs, publications, films, and 3D objects;
- Proficient in written and spoken English and Chinese, with the ability to write and present confidently in both languages;

Shift and counter duties in evenings and on weekends may be required.

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](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 short-listed will be contacted. The position is open for application until filled.