

Assistant Librarian (Learning Support) in the Library

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

Responsibilities:

- Manage the Library's social media accounts.
- Design and deliver both face-to-face and online workshops for library instruction.
- Coordinate events and manage booths to promote and support library services.
- Provide guided tours in Cantonese, English, and Mandarin.
- Design and update posters, bulletin boards, and both print and online user guides.
- Manage web content and the information-sharing system.
- Create promotional graphics and videos using tools like Canva and Adobe Creative Suite.
- Perform administrative tasks for the Learning Support Team.
- Facilitate orientation programs and participate in outreach initiatives.
- Serve as the Librarian Liaison for assigned academic departments.
- Perform other duties as assigned by the University Librarian.

Candidates should possess:

- A master's degree in information management, library science, or a related field.
- Experience in academic or research libraries is highly desirable.
- Proven experience with library instruction and information services.
- The ability to work both independently and collaboratively with colleagues across the library and university.
- Excellent interpersonal, written, and verbal communication skills.

Shift duties in evenings and on weekends are required.

Salary and position 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 position is open for application until 30th September 2025.