

Assistant Librarian

The appointee will be required to

- (a) develop and maintain a good library collection;
- (b) lead the Gift & Exchange & Weeding section;
- (c) evaluate and review of section policies;
- (d) attend the university and library committees;
- (e) liaise with academic departments in library matters;
- (f) run library instruction workshops & orientation;
- (g) compile related usage statistics and reports;
- (h) carry out other duties as required.

The appointee may be required to perform duties on a shift basis, including evenings, weekends, and public holidays or during examination periods.

Candidate should possess a recognized degree in a postgraduate qualification with 3 years or above post-qualification working experience.

The candidate should also possess strong interpersonal and communications skills; good command of written and spoken English and Chinese; competent IT skills. A positive attitude and working under pressure is required.

Salary will be commensurate with qualifications and experiences.

Please send your application form with CV (information of current and expected salaries should be included) to the University Librarian.

4/F, Library Complex,
12 Wai Tsui Crescent, Braemar Hill,
North Point, Hong Kong.
Hong Kong Shue Yan University Library

The application form can be downloaded at

<https://www.hksyu.edu/download/Application%20Form%20for%20non-Academic%20Positions.doc>.

All application will be held in strict confidence. Only those who are short-listed will be contacted.