

## HONG KONG SHUE YAN UNIVERSITY

### Assistant Librarian (carrying the job title of 'University Archivist')

The Library is inviting applications for an assistant librarian whose job title is 'University Archivist'. Reporting to the University's Librarian, the appointee will be responsible for:

- (a) organising and preserving archival materials;
- (b) preparing finding aids for collections;
- (c) conducting research on topics relating to HKSYU history;
- (d) curating of archival materials for exhibitions;
- (e) overseeing daily operations of the University Archives Room;
- (f) managing and developing digitization projects;
- (g) developing and executing the policy of digital archiving
- (h) conducting guided tours if necessary; and
- (i) performing other tasks as assigned.

The appointee will also participate in the Library's programs in instruction and information literacy. He/She will also serve as a liaison to academic department. He/She will be required to work on Information Desk shift duties on some evenings/weekends/public holidays.

Applicants should have:

- (i) a Master's degree in records management, information management or library science;
- (ii) an excellent command of both written and spoken English and Chinese (including Putonghua);
- (iii) proficiency in computer applications, such as MS Word, Excel, PowerPoint, etc.;
- (iv) experience with library and archives technology and software;
- (v) strong interpersonal and communication skills; and
- (vi) a positive attitude and good team spirit.

Having experience with archival management system, digital repository, and/or preservation management software will be advantageous.

Shortlisted applicants may be required to attend a written test.

Applicants should email 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.

Closing Date: Until the post is filled

Application form can be obtained at:

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

*Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment exercise.*