

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



School of Professional Education
and Executive Development
專業進修學院



The College now invites applications for the following posts:

CPCE Libraries

Library Assistant I/II (part-time) (several posts) (Ref. 240308-04)
[Appointment period: three to six months]

Duties

Appointees will serve one of the following areas and will be required to:

A) Resource Management

- (a) perform routine deduplication, seek quotations, place orders and process invoices for all library acquisitions;
- (b) receive and inspect all materials purchased by the library;
- (c) carry out simple copy cataloguing;
- (d) handle administrative duties, including but not limited to taking care of library supplies, furniture and equipment in good condition and sufficient quantity, and
- (e) perform any other duties as assigned.

B) Academic Support

- (a) assist in the promotion of learning and teaching enhancement activities and workshops;
- (b) assist in the promotion and use of the library's printed and electronic resources, and
- (c) perform any other duties as assigned.

C) User Services

- (a) provide counter services and monitor turnstile access;
- (b) assist in shelving and reorganisation of books;
- (c) perform library patrol and in-library user counting;
- (d) perform inventory check;
- (e) provide support to new books processing, book display and other promotional activities, and
- (f) perform any other duties as assigned.

Appointees will be required to work on shift duties in daytime/evening time on weekdays and/or Saturdays on either the PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus.

Qualifications

Applicants should have:

- (a) at least Grade E/Level 2 or equivalent in five subjects in HKCEE or HKDSEE including English Language (at least Grade C if Syllabus A), Chinese Language and Mathematics;
- (b) at least five years of relevant working experience in libraries;
- (c) good proficiency in both written and spoken English and Chinese;
- (d) good interpersonal and customer service skills;
- (e) the quality of being attentive to details, self-motivated, organized, responsible and result-oriented, and
- (f) proficiency in computer applications including MS Word, Excel and Chinese word processing.

Possession of related library qualifications and working experience in INNOPAC Millennium and in academic libraries will be advantageous.

Applicants with higher qualifications but less experience will also be considered.

Full-time students are welcome to apply.

Conditions of Service

An attractive remuneration rate will be offered.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/ and send it to the Human Resources Office, College of Professional and Continuing Education via email huoffice@cpce-polyu.edu.hk. Applicants who wish to provide separate curriculum vitae, they should still complete the job application form to facilitate the recruitment process. Consideration of applications will commence on 22 March 2024 until the positions are filled.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

March 2024