

## 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 (several posts) (Ref. 240308-03)

##### Duties

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

##### A) Resource Management

- (a) assist in the management of acquisition activities including deduplication, seeking quotations, placing orders, receiving and inspecting all materials purchased by the library;
- (b) carry out simple copy cataloguing;
- (c) liaise with library vendors and binders, and
- (d) perform any duties as assigned.

##### B) Academic Support

- (a) assist in the planning and implementation of learning and teaching enhancement activities and workshops;
- (b) assist in the promotion and use of the library's printed and electronic resources;
- (c) provide administrative support for the technical processing of library materials, and
- (d) perform any other duties as assigned.

##### C) Systems Support

- (a) assist in maintaining library systems and databases;
- (b) assist in designing, developing, and updating the library websites and web applications;
- (c) prepare statistical reports, and
- (d) perform any other duties as assigned.

## **D) User Services**

- (a) manage daily operational tasks including but not limited to performing user services comprising circulation, enquiry, shelving and collection maintenance,
- (b) assist in the supervision of user area maintenance and promotion of library activities;
- (c) assist users in the use of library services, resources and facilities, and
- (d) 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) five years of relevant working experience or above;
- (c) good proficiency in both written and spoken English and Chinese;
- (d) good interpersonal and customer service skills, and
- (e) proficiency in computer applications including MS Word, Excel and Chinese word processing.

Possession of good knowledge of graphic design or web development tools will be advantageous.

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

## **Conditions of Service**

An attractive remuneration package will be offered. Initial appointments will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

## **Application**

Please complete the job application form which is available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](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](mailto:huoffice@cpce-polyu.edu.hk). Applicants who wish to provide separate curriculum vitae 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