Duties

The appointee will be required to:

(a) plan and deliver user services including circulation services;
(b) organize and deliver learning enhancement activities;
(c) supervise and train supporting staff;
(d) take up collection development duties;
(e) perform the duties of a Liaison Librarian;
(f) liaise with vendors as necessary; and
(g) perform any other duties as assigned.

The appointee will be required to work on shift duties in evenings, weekends and on public holidays, and may be required to perform duties on either of the two campuses in Hung Hom Bay and West Kowloon.

Qualifications

Applicants should:

(a) have a recognised degree and a professional qualification in librarianship (MLS/MCLIP or equivalent);
(b) have at least seven years’ solid working experience in academic or large scale libraries;
(c) be able to communicate effectively with all levels of Library staff and staff of the College and vendors verbally and in writing in English and Chinese (including Putonghua);
(d) have good organization, planning and presentation skills; and
(e) be self-motivated, mature, independent, user and performance-oriented, and a good team player.

Possession of knowledge of Innopac Library System and working experience in other library areas will be advantageous.

Applicants with less experience will be considered for the post of Assistant Librarian.

[Applicants who have responded to the previous advertisement on 24 and 31 March 2012 need not re-apply.]

Remuneration

Salary offered will be commensurate with qualifications and experience. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

April 2012