Assistant Librarian (Ref. 111008-01)

Duties

The appointee will be required to:

(a) organize and deliver learning enhancement activities;
(b) provide information literacy services;
(c) write and prepare printed/online instructional and promotional materials;
(d) plan and deliver circulation services;
(e) supervise and train supporting staff;
(f) take up collection development duties;
(g) perform the duties of a Liaison Librarian;
(h) liaise with vendors as necessary; and
(i) 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 five years’ relevant working experience in academic or large scale libraries;
(c) have good knowledge of HTML, and knowledge of library-related software applications;
(d) have a good command of written and spoken English and Chinese (including Putonghua);
(e) have good organization, planning and presentation skills;
(f) be motivated, mature, independent, user and performance-oriented, and a good team player; and
(g) be able to liaise with all levels of Library staff, students and staff of the College.

Possession of knowledge of Innopac Library System or cataloguing experience will be advantageous.

Shortlisted candidates may be invited to sit for a written test.

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.

October 2011