

THE HONG KONG POLYTECHNIC UNIVERSITY

PAO YUE-KONG LIBRARY

Post Specification

Assistant Librarian II (Research Support) (Ref. 22052001-IE)

Duties

The appointee will work with a team of professional librarians and support staff to deliver quality library services in support of the University's research and learning initiative. He/She will be required to:

- (a) provide instructional and consultation services for students and faculty on finding, using and managing information effectively;
- (b) develop the Library's information literacy programmes, and collaborate with Faculty to integrate these programmes into the academic curriculum;
- (c) support the scholarly communication needs of faculty and research students on dissemination and preservation of research output, enhancing research impact, and using bibliographical citation management tools;
- (d) create interactive contents, instruction videos and innovative services to enhance Library's e-learning support services;
- (e) serve as the Faculty Librarian of the assigned Faculty/School to ensure Library's resources and services meet their learning, teaching and research needs;
- (f) support collection development of print and online resources;
- (g) provide reference services, and;
- (h) perform any other duties as assigned by the University Librarian or her delegates.

Qualifications

Applicants should have:

- (a) a recognised degree with postgraduate qualification in Library Science, Information Science, Education or other relevant disciplines, and preferably working experience in a large academic library setting;
- (b) good knowledge of creating learning objects and tutorials on online learning and teaching platforms, emerging instructional technologies, multimedia authoring tools, bibliographical management tools, and new forms of scholarly communication;
- (c) excellent interpersonal, instructional, presentation, and customer service skills; and
- (d) excellent communication skills in English and Chinese.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 1 June 2022 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

20 May 2022