

THE HONG KONG POLYTECHNIC UNIVERSITY

PAO YUE-KONG LIBRARY

Post Specification

Assistant Librarian II (two posts) (Ref. 21022202-IE)

Duties

The appointees 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. They 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 online guides, 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/Schools 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 or Information Science, and preferably post-qualification experience in information work in an academic library setting;
- (b) experience in library instruction and reference services and information literacy, database searching, bibliographical management tools, and new forms of scholarly communication in a University setting; and
- (c) excellent interpersonal, presentation, and customer service skills in English and Chinese.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointments 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.

Revised on 24 February 2021