



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

LIBRARY

Part-time Helper at Multimedia Learning Centre (Job reference no.: LIBPT004)

Major Duties:

- Provide microfilm borrowing and returning service for library users including faculty members, university students, and outsiders
- Assist users in using various kinds of audio-visual and SEN equipment
- Assist in setting up a computer lab for library and non-library workshops and provide basic assistance in using computers, printers and scanners
- Manage booking of group viewing rooms, a data analysis room, and postgraduate study rooms
- Assist in data entry and checking for a film pamphlet digitization project

Requirements:

- Independent
- Good communication skill
- Post-secondary education
- Available to work during 6:30pm / 6:45pm – 10:30pm (Mon-Fri)

Location:

Au Shue Hung Memorial Library (AML, Main Library)

Application Procedure:

Please submit your application using this form: <https://hkbu.questionpro.com/work-with-us>.

We will only contact you if your application has been shortlisted. All information provided will be handled in accordance with the University's Privacy Policy (<https://library.hkbu.edu.hk/about-us/policies-regulations/privacy-policy/>.)

Contact person:

Ms Wong (Email: libms@hkbu.edu.hk)

Closing Date: 31 August 2023

SCMP Online

Posting Date: 17 June 2021 (Thu)

Price: HK\$480

Funding: UGC