



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

## **LIBRARY**

### **Part Time Helpers at the User Services Counter (Job reference no.: LIBPT005)**

#### **Major Duties:**

- Provide counter services, including check-in/out and handle general enquiries, etc.
- Assist patrons in using equipment and facilities (e.g. printer).
- Perform shelf management, including shelving, shelf-reading and locating books.
- Perform any other duties as assigned by supervisor.

#### **Requirements:**

- Post-secondary education
- Independent
- Have a good command of spoken Cantonese and English
- Available to work at least one evening (6:00 - 10:30 pm) on a fixed weekday (Monday – Friday) and/ or Saturdays (10:00 - 7:00 pm)
- Preferably with related work experience and library knowledge
- Full-time students and applicants with less experience will also be considered.

#### **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:**

Mr. Tsui (Email: [libcir@hkbu.edu.hk](mailto:libcir@hkbu.edu.hk))

**Closing Date: 31 October 2023**