

Job Ad. for Part Time Helper at Multimedia Learning Centre

(Ref. no.: LIBPT011)

Ad Posting Start Date: 9 May 2025; Posting End Date: 31 Jul 2025.

PART TIME HELPER

Hong Kong Baptist University Library

Part Time
Temporary

Salary
HKD (\$) 90 per hour

Vacancies
2

Target
Students from all Hong Kong Universities

Location
Au Shue Hung Memorial Library, Kowloon Tong

Job Description
Part Time Helper at Multimedia Learning Centre, HKBU Library

Job description

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

Skills & Requirements

Requirement

1. Independent
2. Good communication skill
3. Post secondary education
4. Chinese typing

Working hours

6pm – 10:30pm (Mon-Fri) (Sept - May)

4pm – 7pm (Mon-Fri) (Jun - Aug)

Graduation Year

2020 - 2030

Fields of Study

Any Discipline

Education Level (pursuing / obtained)

Higher Diploma / Associate Degree, Bachelor, Master / Postgraduate Diploma,
Doctorate or above

Required Level of Work Experience:

None

About Hong Kong Baptist University Library

<https://library.hkbu.edu.hk/>

Application Methods

Please address your application to:

Ms. Luk, Digital Initiatives & Research Cluster

libms@hkbu.edu.hk

Note:

Nature of Business

Education

Job Categories

Library Officer / Library Assistant