



## Library Assistant

**JOB PURPOSE:** The post holder will assist school Librarian in providing library services and relevant resources to support teaching and learning.

### ***Responsibilities***

General duties including but not limited to:

- Design and maintain Library webpages/VLE to deliver online resources & services to support e-learning.
- Produce library publications & displays to promote library resources, programs & activities
- Order, process, catalogue and maintain of all Library resources
- Produce Library statistics and various reports for evaluation and different purposes.
- Research information from various sources to support teaching & learning.
- Administer and maintain Library software/systems to ensure the effective use of all functions.
- Support the Librarian in the delivery of Library research workshops, programs and activities
- Administer & maintain magazine & newspaper subscriptions to ensure continuous supply.
- Administer overdue reports & send reminders to students and parents to maintain an efficient flow of library resources.
- Manage the circulation counter and provide clerical & customer service in the Library.
- Shelve books & maintain the general tidiness of the Library.
- Perform any other duties as and when assigned by Line Managers.

### ***Requirements***

- Recognised qualification in Librarianship
- Experience of working with students or young adults (desirable)
- Fluency in spoken English
- Proficiency in all Google Apps and Microsoft Office (Word, Excel, PowerPoint). Knowledge and experience with Mac environment is desirable.
- Good knowledge of using specific databases and Library systems (Softlink Oliver, RFID)
- Knowledge of specific applications for publishing & web design
- Good ICT, media and design skills (desirable)
- Capable of data input in different languages/characters e.g. Chinese
- Good knowledge in Information research
- Good customer service skills and effective communication (including good written English) & interpersonal skills
- High initiative and adaptability
- Organized and innovative

**Closing Date: 18 July 2021**

For enquiries, please contact Brondy Poon at 2240 6763 or [bpoon@sis.edu.hk](mailto:bpoon@sis.edu.hk)

Applications must be submitted via the ESF online recruitment system at: [Search Jobs – ESF Career Site](#)

Applicants must possess a permanent Hong Kong resident or possess a valid visa to work in Hong Kong.