**Resource Management Department**

**Student Helper Application (*UG only*)**

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| *Name in English: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name in Chinese: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Student No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HKID No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept./School: \_\_\_\_\_\_\_\_\_\_\_\_*  *Year of Study: \_\_\_\_\_\_\_\_\_\_\_ Expected Year of Graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_ Hall: \_\_\_\_\_\_\_\_\_\_\_\_\_*  *(2024-2025) (2024-2025)*  *UST E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel:(Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Previous experience in a library | | | | [ ] Yes [ ] No | | | Currently working for other department of UST | | | | [ ] Yes [ ] No | | | Non-Local student | | | | [ ] Yes [ ] No | | | Earliest available date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Available work time: | | | |  | | | Mon | Tue | Wed | Thurs | | Fri | |  |  |  |  | |  | |

**Duties**

* + Assist in updating and verifying records in the library system
  + Checking access of library e-resources and records
  + Unpacking/checking incoming materials, scanning invoices and filing
  + End-processing library materials, e.g., stamp and label
  + Assist in the preparation of journal binding
  + Perform other duties as assigned

**Requirements**

* + Good command of Chinese and English and knowledge in 漢語拼音 & Chinese inputting
  + Responsible, well organized, attention to details and ability to work accurately
  + Proficient with Microsoft Excel, Word
  + Experience in searching Library Discovery Tool, databases and Internet
  + Chinese / English inputting

**Application**

* Salary: HK$65 per hour (maximum 17 hrs/wk in Jan, maximum 10 hrs/wk in Feb-May)
* Contract period: Jan – 31 May 2025 (renewable)
* Submit application form and CV by email ([lbcat@ust.hk](mailto:lbcat@ust.hk)) or in person (Library, 1/F Room 1346, Attn: Ms. Mary Yeung) **before 03 Jan 2025 (Fri)**. Review of candidates will begin shortly and continue until the vacancies are filled. Only shortlisted candidates will be invited for interview

**How did you learn about our vacancy?** (can check more than one)

Library circulation counter \_\_\_\_\_\_ | Library Website / Facebook \_\_\_\_\_\_ | Career Center \_\_\_\_\_\_

UST Intranet \_\_\_\_\_ | Friends \_\_\_\_ | Others (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use Only**

Interview date / time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Offer: [ ] Yes [ ] No

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