**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| 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 |
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**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) 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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