**Library Learning Commons Student Helper Application**

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| Name: |   |  | Name in Chinese (if applicable): |   |
| Student ID: |   |  | Program and Year: |   |
| Email Address: |   |
| Home/Hall Address: |   |
| Do you live in the student hall (CWB campus)? | ⬜ Yes | ⬜ No |
| Are you Hong Kong local student? | ⬜ Yes | ⬜ No |
| ▶ If not, do you have NOL? | ⬜ Yes | ⬜ No |

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| **Job Duties*** The student will work at the Learning Commons Helpdesk or on Library floors for Access Services duties.
* Helpdesk duties include providing assistance to users, answering general enquiries, maintaining the study environment, checking teaching venue equipment after events are completed, and performing other duties as assigned.

**Requirements*** Good communication and interpersonal skills, along with a strong sense of teamwork
* A strong sense of responsibility
* Availability to work regular hours weekly, including early morning, late hours, weekends and public holiday
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**Application**

* **Part-time** employment with contract period: **Mid-January till the end of May 2025**
* Salary: **HK$65** per hour / Maximum 10 hours per week
* Submit the completed application form and confirmed class timetable to Ms. Trace Yeung (lbtrace@ust.hk) **on or before 20 December 2024**
* Only shortlisted candidates will be invited for an interview

**[✓] *Tick all available time slots below***

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| **Working Time** | **SUN** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** |
| 11:00am – 1:00pm (2 hrs.) |  |  |  |  |  |  |  |
| 1:00pm – 3:00pm (2 hrs.) |  |  |  |  |  |  |  |
| 3:00pm – 5:00pm (2 hrs.) |  |  |  |  |  |  |  |
| 5:00pm – 7:00pm (2 hrs.) |  |  |  |  |  |  |  |
| 7:00pm – 9:00pm (2 hrs.) |  |  |  |  |  |  |  |
| 9:00pm – 11:00pm (2 hrs.) |  |  |  |  |  |  |  |

**Library Privacy Policy Statement**

* The Library will only collect the minimum personally identified information.
* Personal data held by the Library will be kept confidential.
* The Library may provide such data to the University for administrative purpose.

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| Signed: |   |  | Date: |   |