**Access Services Student Helper Application (Spring Term)**

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| *NAME*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *NAME in* *Chinese (if applicable):\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *STUDENT NO*.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *DEPT*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *YEAR of study (2024-25)*: \_\_\_\_\_\_\_\_\_\_  *E-MAIL*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *TEL:* (*Mobile*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *HOME ADDRESS*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you live in student hall (CWB campus)? [ ] Yes [ ] No  Are you a non-local student? [ ] Yes [ ] No If yes, do you have NOL? [ ] Yes [ ] No  Any experience working in a library?  [ ] Yes *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] No  Any work / voluntary service experience?  [ ] Yes *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] No |

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| **Job Duties**   * The student will work at the G/F Service Counter or on library floors for other Access Services duties. * Counter duties include check-out and check-in of library materials, answering general enquiries,   helping users to search books and tidying up at library closing.   * Access Services duties include shelving, shelf-reading, patrol, newspaper handling, LC helpdesk and other duties as assigned.   **Requirements**   * Good communication, interpersonal skills and team spirit * Strong sense of responsibility * Work regular hours weekly |

**Application**

* + **Part-time** employment with contract period: **1 February till 31 May 2025**
  + Salary: **HK$65** per hour / Maximum 10 hours per week
  + Submit the completed application form and **confirmed class timetable** to the G/F Service counter or by

email to [lbcirc@ust.hk](mailto:lbcirc@ust.hk) on or before **26 January 2025**

* + Only shortlisted candidates will be invited for interview

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

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| **Working Time** | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| 9 am - 12 nn (3 hrs) |  |  |  |  |  |
| 10 am - 1 pm (3 hrs) |  |  |  |  |  |
| 1 pm - 3 pm (2 hrs) |  |  |  |  |  |
| 2 pm - 5 pm (3 hrs) |  |  |  |  |  |
| 3 pm - 5 pm (2 hrs) |  |  |  |  |  |
| 9:15 pm - 11:15 pm (2 hrs) |  |  |  |  |  |

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| **Working Time** | **SAT** |  |  | **Working Time** | **SUN** |
| 9 am - 1 pm (4 hrs) |  |  |  | 10 am - 2 pm (4 hrs) |  |
| 5:15 pm - 9:15 pm (4 hrs) |  |  |  | 6:15 pm - 9:15 pm (3 hrs) |  |

**Library Privacy Policy Statement**

* The Library will only collect the minimum personally identifiable 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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**Office Use Only**

Interview date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offer: [ ] Yes [ ] No 21 December 2024

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**For Enquiry**

Please contact Ms. Julia Liu at 2358-6778 or email to [lbcirc@ust.hk](mailto:lbcirc@ust.hk)