**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 [ ] NoAre you a non-local student? [ ] Yes [ ] No If yes, do you have NOL? [ ] Yes [ ] No Any experience working in a library?[ ] Yes *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] NoAny 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.* Perform other duties as assigned.

**Requirements*** Good communication, interpersonal skills and team spirit
* Strong sense of responsibility
* Work regular hours weekly
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**Application**

* + **Part-time** employment with contract period: **March 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 on or before **14 March 2025**

* + Only shortlisted candidates will be invited for interview

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| **Working Time** | **SUN** |
| 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 6 March 2025

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**For Enquiry**

Please contact Ms. Julia Liu at 2358-6778 or email to lbcirc@ust.hk