



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Library (LIB):

Library Technical Assistant (Ref. Code: LIB-C145)

Responsibilities include, but are not limited to:

1. Circulate reference tasks such as check in, check out and renew of materials;
2. Provide reference support on site, by phone and email;
3. Assist patrons looking for materials on shelves and reserve study rooms;
4. Assist and monitors patrons in use of the public access computers, printers, lockers, wireless INTERNET and photocopier;
5. Maintain records of items received, stored, issued, and returned according to library management system;
6. Ensure and organize the cleanliness and safety of the Library areas;
7. Browse shelves on a regular basis, checking for items that are mis-shelved or in need of repair;
8. Shelve and organize library materials;
9. Assist in opening the library, schedule and supervise student assistants;
10. Perform any other library related tasks under the guidance of the Head Librarian or the Assistant Librarian.

Requirements:

1. Bachelor Degree in any field with preference to holders of degrees in Library Science or Humanities with specialisation in Library related areas;
2. Highly proficient in spoken and written English and Chinese (Cantonese/Mandarin);
3. Previous experience in CRM and Library related positions are welcome;
4. Strong soft skills with professionalism and good personal interaction;
5. Flexible, pro-active and willing to help others;
6. Good listener and eager to learn new things;
7. Familiar with information Technology tools such as MS Office and good command of web-based tools;
8. Macao ID holder.

For application:

- Applicants should visit <http://www.usj.edu.mo/en/about/careers-at-usj/> for more details, and submit their applications online.
- All documents and personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.