



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. No.: USJ23LIB-009)

Responsibilities include, but are not limited to:

1. Assist with the opening and closing of the library;
2. Assist and monitor patrons using the library spaces, such as reading rooms, public areas and study rooms as well as ensure and organize the cleanliness and safety of the library areas;
3. Assist and monitor patrons in the use of the public access facilities, such as computers, locker and photocopy machines;
4. Assist with the daily circulation of the library, such as issuing new library accounts, checking out library materials, receiving returns, collecting late charges, and determining outstanding materials;
5. Manage the circulating collection by following the Library Classification or specific intranet guidelines;
6. Provide reference support on-site, by phone and by email;
7. Assist patrons looking for materials on shelves;
8. Browse shelves regularly, checking for items that are locating disorders or in need of repair;
9. Maintain records of items received, stored, issued, and returned according to the library management system;
10. Assist in preparing exhibits, seasonal displays, and bulletin boards throughout the library.

Requirements:

1. Bachelor's degree in any field with preference to holders of degrees in Library Science or Humanities with specialization 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 preferred;
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 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.