



香港恒生大學
THE HANG SENG UNIVERSITY
OF HONG KONG



The Hang Seng University of Hong Kong (HSUHK) (formerly Hang Seng Management College), established in 2010, has five Schools (Business, Communication, Decision Sciences, Humanities & Social Science, and Translation), about 5,000 full-time students and 200 full-time faculty members. Adopting the unique “Liberal + Professional” education model, HSUHK is residential-type institution which puts quality teaching and students’ all-round development as its highest priorities. We aspire to be a leading liberal arts oriented private university in the region, featuring top-quality faculty members, award-winning green campus facilities, innovative degree programmes, impactful RGC-funded research and excellent student support services. Our aim is to nurture young talents with critical thinking, creativeness, human caring attitude, ethical values, social responsibilities.

The University now invites applications for the following position:

Associate Librarian – Library (Ref: AssoLib (LIB) 2019-02-15)

Responsibilities:

- provide vision, direction and leadership in the formulation of library strategic planning, policies and guidelines;
- oversee Library collections including budget planning and management, collection development and assessment, acquisition and description of library collections, job standards establishment and quality assurance;
- oversee the development and operations of Library systems including library integrated system, access management and discovery tools;
- prepare timely reports, financial and statistical analysis to support decision making;
- advocate for library initiatives, develop and maintain collaborative relations with library stakeholders; and
- lead special projects, supervise subordinates and serve on library-wide committees and task forces.

Applicants should:

- possess a recognized degree and professional qualification in librarianship (MLS or equivalent);
- have at least 7 years of experience at supervisory level in academic libraries;
- have working experience in library operations and management in collection development, technical services and/or library information systems, etc;
- have excellent planning, analytical, interpersonal, oral and written communication skills with the ability to manage multiple concurrent tasks;
- be familiar with current library profession trends, applications of advanced technology, theories and best practices for the delivery of user services in academic libraries; and
- have the ability to work in a collegial environment to provide excellent library services.

Salary will be commensurate with qualifications and experience. Applicants should send a full resume with expected salary by email to hr@hsu.edu.hk or by post to Human Resources Office, The Hang Seng University of Hong Kong, Hang Shin Link, Siu Lek Yuen, Shatin, N.T., Hong Kong on or before **17 March 2019**. Please indicate the post applied for and mark 'Application - Confidential' and the reference number on the cover.

Applicants who are not invited to an interview within three months may consider their applications unsuccessful. All information received will be treated in strict confidence, and the data collected will be used for recruitment purposes only. The Personal Information Collection Statement will be provided upon request.

The Hang Seng University of Hong Kong, incorporated in Hong Kong with limited liability by guarantee, is an equal opportunity employer.