**Library MetaData Assistant**

**(Cataloging Section)**

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| *NAME*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Chinese*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )  *STUDENT NO*.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *DEPT/School*: \_\_\_\_\_\_\_\_\_\_\_ *YEAR*: \_\_\_\_\_\_\_\_  *(2016-2017)*  *ADDRESS*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *HALL*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(2016-2017)*  *E-MAIL*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *TEL:(Home)\_*\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Mobile*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* Job Duties:
  1. *Assist in modifying metadata in databases;*
  2. *Search metadata in catalogs/databases/Internet;*
  3. *Stamp and label for library materials;*
  4. *Index articles for News Clippings database;*
  5. *Perform other duties as assigned.*
* Job Requirements:
  1. *Responsible, well organized, attention to details and ability to work accurately;*
  2. *Experience in searching library databases;*
  3. *Proficient with Microsoft Excel, Word and knowledge in Hanyu pinyin & Chinese inputting;*
  4. *Working hours: 17 hours per week*

Salary: *HK$56 per hour*

Contract period (renewable): *1 June 2017 - 31 August 2017*

* *To apply, please submit your CVs and the application form to Mr. Li Wing Kay by email (*[*lbdickli@ust.hk*](mailto:lbdickli@ust.hk)*) or in person (Library, 1/F Room 1346) on or before 31 May 2017. We thank applicants for their interest, but advise that only shortlisted candidates will be contacted.*

Currently working for other department of UST [ ] Yes [ ] No

Previous experience in a library [ ] Yes [ ] No

Non-Local student [ ] Yes [ ] No

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**Office Use Only**

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

Offer: [ ] Yes [ ] No Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_