**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**) 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_