

## COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



**SPEED**

The College now invites applications for the following post:

### Information Technology Unit

#### Information Technology Assistant I/II (E-learning) (Ref. 201127-03)

#### Duties

The appointee will (a) work closely with business users to understand the requirements; (b) assist in the design and development of Moodle and Content Management System; (c) perform system testing and prepare documentation; (d) handle daily enquiries and provide technical support to different levels of users, including staff and students, in using Moodle and various computer systems, and (e) perform any other duties as assigned.

#### Qualifications

Applicants should have (a) a recognised degree in Computing, Information Management, Information Technology, or other related disciplines; (b) hands-on programming skills, proficiency in Microsoft Excel and PowerPoint; (c) good problem solving and analytical skills, and (d) excellent interpersonal and communication skills.

Possession of sound knowledge and experience of PHP, Python, MySQL, Linux or other related programming language will be advantageous. Preference will be given to those with knowledge of IT server maintenance.

Applicants with an associate degree or a diploma in a related discipline will be considered for the post of Information Technology Assistant II.

#### Remuneration

Salary offered will be commensurate with qualifications and experience.

## **Application**

Please complete the job application form which is available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](http://www.cpce-polyu.edu.hk/chro/app_form/). For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Recruitment will continue until the position is filled.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

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