

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*, offering quality sub-degree programmes for secondary school leavers; and the *School of Professional Education and Executive Development*, offering 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.



School of Professional Education
and Executive Development
專業進修學院



The College now invites applications for the following post:

Information Technology Unit

Assistant Information Technology Officer (User Support) (Ref.170908-01)

Duties

The appointee will be required to:

- (a) assist in managing helpdesk services;
- (b) handle hotline services, and provide technical support to different levels of users including staff and students;
- (c) provide a wide range of support to various computer systems including desktop equipment and software, in particular PCs and LAN etc.;
- (d) monitor systems and perform day-to-day system administration tasks, such as user account management, daily backup, maintaining scheduled tasks and deploying system patches;
- (e) prepare user guides and training materials, conduct user training demonstrations and workshops;
- (f) liaise with IT service providers and manage IT projects; and
- (g) perform any other duties as assigned.

The appointee will be required to work on shift duties in evenings and weekends.

Qualifications

Applicants should have:

- (a) a recognised degree in Information Technology, Computing Studies or a related discipline;
- (b) two years' relevant post-qualification experience; and
- (c) good interpersonal and communication skills.

Shortlisted candidates may be invited to sit for a written test.

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/. For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Completed application forms should be returned to the **Human Resources Office, College of Professional and Continuing Education, Room 1710, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon** by post/fax (2364 0098)/e-mail (huoffice@cpce-polyu.edu.hk). 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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