

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

Information Technology Assistant I/II (User Support) (Ref. 170721-02)

Duties

The appointee will be required to:

- (a) provide technical support and advice to staff and students;
- (b) install, support, maintain and trouble-shoot various computer systems including desktop equipment and software, in particular PCs and LAN etc.;
- (c) monitor systems and perform day-to-day system administration tasks, such as user account management, daily backup, maintaining scheduled tasks and deploying system patches;
- (d) prepare user guides and training materials, conduct user training demonstrations and workshops; and
- (e) 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;
- (b) sound knowledge in PC hardware and troubleshooting; and
- (c) good interpersonal and communication skills.

Preference will be given to those with experience in helpdesk services. Good knowledge in multi-media applications will be an advantage.

Fresh graduates are welcome to apply. Applicants with an associate degree or a diploma will be considered for the post of Information Technology Assistant II.

Remuneration

Salary offered will be commensurate with qualifications and experience.

Application

Application forms are obtainable by downloading from http://www.cpce-polyu.edu.hk/chro/app_form/. Please quote the reference number, unit and post in the application. 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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