

## 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

**SPEED**

The College now invites applications for the following post:

### Information Technology Unit

#### Information Technology Assistant I/II (User Support) (Ref. 171117-04)

#### Duties

The appointee will (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) conduct user training and prepare relevant materials; 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

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. 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](mailto:huoffice@cpce-polyu.edu.hk)). Recruitment will continue until the position is filled.