

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 (E-learning) (Ref. 170616-02)

Duties

The appointee will be required to:

- (a) assist in the design and development of workflow system;
- (b) perform system testing and prepare documentation;
- (c) handle daily enquiries and provide technical support to different levels of users, including staff and students, in using Moodle, various computer systems, desktop equipment and software, in particular PCs and LAN etc.; and
- (d) perform any other duties as assigned.

Qualifications

Applicants should have:

- (a) a recognized degree in Business Administration, Operation Management, Information Management, Information Technology, Computing Studies or a related discipline;
- (b) hands-on computer skills including Word, Excel and PowerPoint; and
- (c) good problem solving, analytical, interpersonal and communication skills.

Possession of knowledge and experience of SharePoint Nintex or other related workflow system will be advantageous. Preference will be given to those with knowledge in business process planning.

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

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.

June 2017