

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.



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



The College now invites applications for the following post:

Division of Social Sciences, Humanities and Design

Assistant Technical Officer (Ref: 220107-02)

Duties

The appointee will (a) work with academic staff (especially staff of the design discipline) on the installation, troubleshooting and maintenance of audio-visual components; (b) provide technical support and manage audio/video equipment for classes, workshops, laboratories and other related activities, etc; (c) manage audio-visual requirements across all laboratories, studios, exhibition spaces, and coordinate with academic staff, students, and other related parties such as artists, designers and filmmakers to achieve the desired content outcome in an appropriate format and configuration; (d) liaise with external contractors and consultants to install, troubleshoot and maintain studios and laboratories with time-based media installations; (e) jointly oversee inventory and storage of equipment and management of digital assets, and (f) perform any other duties as assigned.

Qualifications

Applicants should have (a) a recognised degree in multimedia or an equivalent qualification; (b) at least two years of relevant working experience; (c) knowledge and skills to support computer-based audio-visual solutions, including webcasting, video streaming, video-on-demand, and interactive kiosks; (d) fluent in Chinese and English, and (e) good interpersonal and communication skills.

Possession of experience in a professional recording studio environment, including audio engineering and video capture, and other matters of interactive media and AV production will be advantages.

Applicants with lower qualifications but more experience will also be considered.

Remuneration and Conditions of Service

Salary offered will be commensurate with qualifications and experience. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/ and send it to the Human Resources Office, College of Professional and Continuing Education via email huoffice@cpce-polyu.edu.hk. 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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