COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Information Technology Unit

Post Specification

Information Technology Assistant I/II (several posts) (Ref. 120427-01)

Duties

The appointees 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 appointees will be required to work on shift duties in evenings and weekends. They may be required to take up assignments and work outside Hong Kong occasionally.

Qualifications

Applicants should have:

(a) a recognised degree in Information Technology, Computing Studies or a related discipline; and
(b) good interpersonal and communication skills.

Fresh graduates are welcome to apply.

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.

April 2012