



# HUMAN RESOURCES OF HKU

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Ref. : 201701779  
Posting Title : IT Assistant  
Department : Centre of Development and Resources for Students  
Closing Date : February 15, 2018

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**IT Assistant in the Centre of Development and Resources for Students (CEDARS)** (Ref.: 201701779) (to commence as soon as possible, on a two-year fixed-term basis with contract-end gratuity and University contribution to a retirement benefits scheme, totalling up to 10% of basic salary, with the possibility of renewal)

Applicants should have 5 passes in HKCEE including English (min. Grade C if Syllabus A/Level 2 from 2007), OR min. Level 2 or equivalent in 5 subjects in HKDSEE including English Language, preferably with a certificate or above in computing or related subjects from a technical institute. They should have knowledge of and hands-on experience in MS Windows/Office and MS Outlook, photo and video shooting and editing, and AV equipment's operation. They should also be a team player with good customer service and interpersonal skills, self-motivated and hard-working. Those with experience in stage work support and theatrical operations coordination would have an advantage. The appointee will be responsible for providing computer help desk support; installation and maintenance of PCs and servers; assistance in video and photo shooting at events; maintenance of websites; and production of multimedia materials. Applicants who have responded to the previous advertisement (Ref.: 201701613) need not re-apply.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits.

Applicants should send a completed application form together with an up-to-date C.V. to Mr. Abby Chung, IT & Multimedia Manager, at [hkchung@hku.hk](mailto:hkchung@hku.hk), or by post to the Centre of Development and Resources for Students, The University of Hong Kong, Pokfulam Road, Hong Kong. Application forms (345/1111) can be downloaded at <http://www.hr.hku.hk/apptunit/jr-form.doc>. Further particulars can be obtained at <http://jobs.hku.hk/>. Review of applications will commence as soon as possible and continue until **February 15, 2018**, or until the post is filled, whichever is earlier.

The University places great emphasis on developing staff potential, and has in place a variety of development opportunities and assistance for staff at different stages of their career.

The University thanks applicants for their interest, but advises that only shortlisted applicants for interviews will be notified of the application result.

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