

HONG KONG SHUE YAN UNIVERSITY
COMPUTING SERVICES CENTRE

Assistant IT Officer / IT Officer

Hong Kong Shue Yan University is inviting applications for a full-time Assistant IT Officer / IT Officer.

Responsibilities:

- Provide application support to the staff and students;
- Provide technical and system documentation, user manuals and training;
- Participate in launching and migrating different functional systems, such as Student information management system, HR System, Library System, Security System etc.;
- Responsible for the system design, development, implementation, and maintenance of IT applications with various tools and technologies;
- Work closely with other IT team members and other departments, as well as stakeholders inside/outside the university, to ensure that projects are completed on time, within budget, and meet the requirements;
- Plan, develop, implement, maintain, and monitor various applications and systems;
- Conduct internal testing, integration testing and user acceptance testing, as well as handling and following up on application system problems;
- Perform other tasks as assigned.

Requirements:

- Associate to Bachelor's degree holder in Information Technology, Computer Science or related disciplines;
- At least 2 years of relevant experience;
- Willingness to learn and keep up with new technologies.
- Self-motivated, responsible, passionate team player.
- Strong technical troubleshooting skills and problem-solving abilities under pressure.
- Good command of spoken and written Chinese and English.

The appointment is contract-based and renewable upon mutual agreement. Applicants should apply by sending a completed application form, resume and Cover Letter to Mr Cyrus Chan via email cscjob@hksyu.edu.

Only shortlisted candidates will be contacted. Personal data received will be used for recruitment purposes only. Applications will receive full consideration until the positions are filled.

Deadline: The posts are open until filled.

Personal data collected will be used for recruitment purposes only.