

**HONG KONG SHUE YAN UNIVERSITY**  
**Computing Services Centre**

**IT Technician/IT Officer**

**Responsibilities:**

- Under the user support section to provide frontline IT support for staff and students, and the daily operation and activities in the Computing Services Centre and the University;
- Install and manage the PCs and servers' hardware and software;
- Keeping and updating of the user guide / operation manual and IT related documentation;
- Maintenance of audio/visual equipment and video conferencing system and providing the support for their use for teaching, conferences and events;
- Maintaining and performing regular tests of IT equipment. Performing IT procurement and administering IT asset inventories;
- Provide field services to support University's event; and
- Perform other tasks as assigned.

**Requirements:**

- Diploma or above, preferably in Information Technology, Computer Science, or IT-related discipline, from a recognized University or technical institute;
- Minimum 2 years' experience related in IT administration and support;
- Good interpersonal and communication skills;
- Good knowledge in PC and strong problem-solving skills; and
- Good command of spoken and written English and Chinese.

Salary will be commensurate with qualification and experience. Candidate with less experience will be considered as Assistant IT Officer.

The appointment is contract-based and renewable upon mutual agreement. Applicants should apply by sending a completed application form, resume and Cover Letter via email to [cscjob@hksyu.edu](mailto:cscjob@hksyu.edu).

Deadline: The posts are open until filled.

Personal data collected will be used for recruitment purposes only.