HONG KONG SHUE YAN UNIVERSITY
Computing Services Centre

Position: IT Technician

Major Responsibilities:

- Under the user support section to provide frontline IT support tor staff and students, ensure smooth daily operations within the Computing Services Centre and cross the University;
- Install, configure, and manage hardware and software for PCs;
- Maintenance of audio/visual equipment and video conferencing system, including setup, troubleshooting, and providing the support for teaching, conferences and events;
- Maintain and troubleshoot computer network, including the installation and upkeep of structured cabling infrastructure.
- Conduct regular testing and maintenance of IT equipment to ensure optimal performance;
- Deliver on-site IT support for University events;
- Maintain and update user guides, operation manuals, and other IT-related documentation; 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;
- 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 more experience will be considered as Senior IT Technician.

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.

The application form can be obtained at:
https://www.hksyu.edu/download/Application%20Form%20for%20non-Academic%20Positions.doc

Deadline: The posts are open until filled.

Personal data collected will be used for recruitment purposes only.