

**HONG KONG SHUE YAN UNIVERSITY
COMPUTING SERVICES CENTRE**

Senior IT Officer (System Administrator)

Hong Kong Shue Yan University is inviting applications for a full-time Senior IT Officer (System Administrator). The appointee will support the IT Manager in management, design, and implementation of the in-house IT Infrastructure Systems.

Responsibilities:

- Manage, design, implement, and maintain the university's IT infrastructure, which includes virtual machines, hyper-converged infrastructure (HCI), servers, and storage systems for both on-premises and cloud projects, ensuring optimal performance and reliability.
- Oversee administrative tasks such as monitoring and capacity planning for Active Directory, ADFS, DNS, Linux, LDAP, RADIUS, Shibboleth, email systems, web servers, and database servers.
- Address security vulnerabilities through system hardening and patch management.
- Manage incident response processes and develop disaster recovery plans.
- Conduct product evaluations and prepare specifications for new deployments or system enhancement projects.
- Plan, implement, and maintain server rooms and data centers.
- Conduct daily operational health checks and closely monitor the university's IT systems and infrastructure, proactively identifying and addressing potential issues to minimize disruptions and ensure quick restoration of services during outages.
- Create and maintain detailed technical documentation and user manuals related to servers, systems, and network infrastructure to facilitate knowledge sharing and provide clear guidance for current and future IT personnel.
- Perform additional tasks as assigned.

Requirements:

- Holder of a Higher Diploma or Degree in Computer Science, Information Technology, or a related field.
- At least 3 years of experience in core Windows infrastructure and VMware, including Active Directory, Linux, DNS, DHCP, certificate services, Veeam and other essential network/service-oriented protocols. A well-rounded background in production operations is preferable.
- Proficient in Linux & web site open-source environments, with skilled in Windows PowerShell and Linux Shell scripting for system health checks and deployment processes, enhancing IT operations and optimizing server management.

- Ability to work effectively as a team player and be self-motivated, with the capability to work independently and respond promptly to service and security incidents.
- Possession of RHCE, LPI, or MCSE certification is preferred.
- Familiarity with best practices for system security and data protection.
- Strong analytical and troubleshooting skills.
- Positive attitude and ability to collaborate well in a team environment.
- Proficient in both spoken and written English and Chinese.

Candidate with more experience will be considered as Assistant IT Manager.

The appointment is contract-based and renewable upon mutual agreement. Applicants should apply by sending a completed application form, resume and cover letter to Hong Kong Shue Yan University Computing Services Centre via email at cscjob@hkysu.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.