

## IT Assistant

### Responsibilities:

- Handle phone and email enquiries
- To support users using different e-Learning/video conference systems and tools to facilitate teaching and learning
- Produce and update user guides
- Provide administrative support
- Perform other tasks as assigned.

### Requirements:

- Diploma or above with 2-year working experiences;
- Willing to learn;
- Good interpersonal and communication skills;
- Good computer skills and strong problem-solving skill;

Salary will be commensurate with qualification and experience.

Please send your CV (information of current and expected salaries should be included) to the Hong Kong Shue Yan University Computer Services Centre at [csc@hksyu.edu](mailto:csc@hksyu.edu) on or before 28th February 2021

Personal data collected will be used for recruitment purpose only.