

## IT Assistant (Audio Visual)

### Responsibilities:

- Manage procurement, maintain, monitor and troubleshoot of audio/visual equipment in classrooms, lecture halls, exhibition halls, research centres, etc.;
- Assist users in operation of equipment;
- Perform inventory management of equipment;
- Maintenance of audio/visual equipment;
- Participate in setting up and maintenance of infrastructure, networks and systems;
- Perform other tasks as assigned.

### Requirements:

- Diploma or above in IT or related discipline;
- Up-to-date awareness of AV technologies;
- Good interpersonal and communication skills;
- Good knowledge in computer application and strong problem-solving skill;
- Experience in IT field is an advantage;
- Immediate availability is an advantage.

Salary will be commensurate with qualification and experience. Candidate with more experience will be considered as Assistant IT Officer (Audio Visual).

Please send your CV (information of current and expected salaries should be included) to the Hong Kong Shue Yan University Computing Services Centre at [csc@hksyu.edu](mailto:csc@hksyu.edu) on or before 30<sup>th</sup> April 2021

Personal data collected will be used for recruitment purpose only.