

**Library Assistant II (Ref: 2201305)**  
**Library (System Services Section)**

The appointee will perform duties relating to media production in System Services Section of the Library. He/ she will support pre- and post-production of video and photo contents, assist in setting up and demonstrating audio-visual hardware and software to staff and students, video and photo taking. If needed, he/she may be required to work irregular hours in evenings, weekends and public holidays.

Applicants should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language and Mathematics in the HKDSE; or Grade E (Level 2) or above in at least 5 subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent; a Higher Diploma or Bachelor's degree in related disciplines is highly preferred; hands-on experience in Adobe software suite or related software for pre- and post-production of media resources; good knowledge in shooting and editing 360° photos and videos; experience in camera operation; willingness to develop new skills in video-shooting, equipment handling, AR/VR application testing, etc. Those with experienced in event photography and videography is advantageous. They should also have good communication skills and helpful attitudes.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **23 December 2022**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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