

Executive Assistant (carrying a functional title of Technical Assistant)

(Ref: 2400189)

Department of Mathematics and Information Technology

The appointee should offer technical support for utilizing STEM equipment in the Department of Mathematics and Information Technology, such as 3D printer, laser cutter, micro:bit, Arduino, etc. He/She will also be required to administer high-performance servers, including system maintenance, software installation and system patching. The appointee will be required to oversee the daily operation and maintenance of IT facilities and equipment, including computer laboratories, software and hardware, as well as Linux/Windows servers; to provide technical support to colleagues and students; and to perform any other duties as assigned by the Head of Unit and supervisors. The appointment will be for a period of 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in Computer Science or IT-related discipline and possess satisfactory language skills in written and spoken English and Chinese. They should also be good team players, helpful, well-organized and self-motivated.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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. **Review of applications will start from 4 March 2024, and will continue until the post is filled.** 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.

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

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