Job Title: Assistant Officer (IT Support)
Department: Department of Electronic & Computer Engineering

Job Posting Details

The appointee will provide technical and administrative support to teaching and research needs of faculty and students. Duties include providing IT helpdesk support, assisting individuals with systems operation, computer errors and other technical support issues, and assisting in computer hardware and software procurement, and website management.

Applicants should have a bachelor’s degree, preferably in computer science/electronic engineering or related disciplines, or a relevant diploma with a minimum of 3 years of post-qualification relevant work experience. The ideal candidate should be able to communicate in English and Chinese (Cantonese and Putonghua), have sound analytical and problem-solving skills, a strong desire to learn, and good interpersonal skills. Knowledge in Microsoft SharePoint will be advantageous. (Duration: 1 year)

Fringe benefits including annual leave, medical and dental benefits will be provided where applicable.

Application Procedure

In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (https://hkustcareers.ust.hk) and return it online to the Human Resources Office on or before Monday, 30 November 2020. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

Human Resources Office