

**THE HONG KONG POLYTECHNIC UNIVERSITY**

**DEPARTMENT OF APPLIED SOCIAL SCIENCES**

**Post Specification**

**Part-time Technical Assistants (Ref. 96206)**

**Duties**

The appointees will be required to:

- (a) provide technical support to teaching and learning, and departmental activities including AV equipment set-up and operation;
- (b) provide counter services at the Technical Support Office; and
- (c) perform any other duties as assigned by the Head of Department or her delegates.

The appointees may be required to work occasionally on irregular hours, Saturdays and Sundays.

**Qualifications**

Applicants should have:

- (a) a recognised certificate in Information Technology or related disciplines plus preferably at least two years' relevant experience;
- (b) good command of English and Chinese, with fluency in Putonghua being an advantage;
- (c) good knowledge of PC operations and basic computer applications; and
- (d) good communication and problem solving skills.

**Remuneration**

The remuneration rate is \$50 per hour.

24 January 2008