

**Executive Assistant (carrying a functional title of Technical Assistant)**

(Ref: 2500391)

**Department of Mathematics and Information Technology**

The appointee should provide technical support for utilizing STEM equipment in the Department of Mathematics and Information Technology, such as 3D printers, laser cutters, micro:bits, Arduinos, etc. The appointee will be responsible for supporting the daily operation and maintenance of IT facilities and equipment, including computer laboratories, software, hardware, as well as Linux/Windows servers; providing technical support to colleagues, students, and departmental activities; and performing 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.

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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 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 on or before **24 April 2025**. 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/jobsoff/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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