

Lingnan University, a distinctive liberal arts institution in the Hong Kong Special Administrative Region, is committed to the provision of quality whole-person education by combining the best of Chinese and Western liberal arts traditions. It strives to pursue excellence in teaching, learning, scholarship and community engagement. With three academic Faculties and the School of Interdisciplinary Studies, it offers a wide range of undergraduate degree programmes in the areas of Arts, Business and Social Sciences, and the broad curriculum covers an array of general education, interdisciplinary and science courses. The School of Graduate Studies offers research and taught postgraduate programmes up to doctoral level in various disciplines, and provides professional education for the wider society. Lingnan's liberal arts education is characterised by a broad-based interdisciplinary curriculum with specialised disciplinary studies; close student-staff relationship; a vibrant residential campus; ample global learning opportunities; active community engagement and multifarious workplace experience. Applications are now invited for the following post:

Assistant Information Manager II (User Services)
Information Technology Services Centre
(Post Ref.: 22/226)

Responsibilities

- Plan and oversee PC imaging and cloning for staff and computer labs
- Schedule and conduct the annual PC and printer replacement exercise
- Oversee and monitor the progress of new and ongoing projects
- Assist in preparing and monitoring the team budget and staff supervision
- Develop, maintain and update the inventory of computer devices and software licenses, and arranging renewal and installations
- Support daily helpdesk operations, handle hotline calls and perform on-site IT/AV support
- Undertake other duties as assigned by supervisor(s)

Requirements

- A recognized degree in Information Technology, Computer Science or related disciplines or equivalent
- At least 5 years of hands-on experience in desktop and end-user support
- Practical skills in PC cloning and backup tools and Microsoft SCCM, etc
- Solid experience in system administration of Microsoft Windows and iOS platforms
- Sound knowledge in project management
- Expertise in supporting and configuring end-user applications in both client and server-side
- Knowledge on the use of audio-visual equipment will be an asset
- Good command of verbal English, Cantonese and Putonghua
- Good customer service skills and service attitude

Candidates with less / more experience will also be considered for appointment at a relevant rank.

Salary and Fringe Benefits

The rank and commencing salary will be commensurate with qualifications and experience. Fringe benefits, where applicable, include annual leave, medical and dental benefits, mandatory provident fund and gratuity.

Application Procedure (*online application only*)

Please click "[Apply Now](#)" to submit your application. *Personal data collected will be used for recruitment purposes only.*

We are an equal opportunities employer. Review of applications will continue until the post is filled. Qualified candidates are advised to submit their applications early for consideration.

The University reserves the right not to make an appointment for the post advertised, or to fill the post by invitation or by search. We regret that only shortlisted candidates will be notified.