**Library E-Learning Production Assistant Application**

1st September 2022 – 31st January 2023 (Part-time)

|  |
| --- |
| NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME in Chinese (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STUDENT NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPT: \_\_\_\_\_\_\_\_\_\_ YEAR OF STUDY: \_\_\_\_\_\_\_E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are you a local / non-local student?[ ] local [ ] non-localFor non-local student, do you have No Objection Letter (NOL) issued by the Hong Kong Immigration Department?[ ] Yes [ ] No Information about NOL: <https://nlss.ust.hk/en-us/immigration-matters>   |

|  |
| --- |
| **Duties*** Help the Library E-Learning Team to create interactive videos & games (<http://lbcone.ust.hk/elearning/>).
* Perform other duties as assigned.

**Highly Desirable Qualities*** Good computer skills & Good command of written & spoken English.
* Good sense of humor & good graphical sense (layout, colors, etc.).
* Some experience in graphic design tools (e.g., Adobe Photoshop or Adobe Illustrator).
* Some experience in & knowledge of popular e-video & gaming software (e.g., Adobe Captivate, Video Editor).

**Intended Learning Outcomes:*** Learn how to make interactive videos and games.
* Develop e-learning objects to support student learning in the University.
 |

**Application**

* + **Part-time** employment with contract period: **September 2022 to January 2023**
	+ Salary: HK$61 per hour / maximum 10 hours per week
	+ Short-listed candidates will be notified to attend an interview
	+ **Please send the filled-in application form along with your CV to:**
		- **Ms. Kelly Yiu by email (lbkelly@ust.hk)**
		- **Subject re: “Library E-Learning Production Assistant”**
	+ Application Deadline: Tuesday, August 16th, 2022 (5:00pm)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Working Time** |  | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| Max 10 hours / week(\*Min 2 hours / time slot) | 9-11am |  |  |  |  |  |
| 11-1pm |  |  |  |  |  |
| 1-3pm |  |  |  |  |  |
| 3-5pm |  |  |  |  |  |
|  |  |  |  |  |  |  |

**\* Mark your availability \***

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**Office Use Only**

Interview date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offer: [ ] Yes [ ] No

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**For Enquiry**

Please contact Ms. Kelly Yiu at 2358-6757 or email to lbkelly@ust.hk