**Library E-Learning Production Assistant Application**

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

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| 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-local  For 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> |

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| **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)

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

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**Office Use Only**

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

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

Offer: [ ] Yes [ ] No

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**For Enquiry**

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