**Library E-Learning Production Assistant Application**

June – August 2024 (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**   * Assist the Library E-Learning Team to create interactive videos & games (<http://lbcone.ust.hk/elearning/>) * Perform other duties as assigned   **Highly Desired Qualities**   * Good computer skills & good command of written & spoken English * Awareness of popular culture & good graphical sense (layout, colors, etc) * Experience in graphic design tools (e.g. Adobe Photoshop or Adobe Illustrator) * Experience in & knowledge of popular e-video & gaming software (e.g. Adobe Captivate, Video Editor) |

**Application**

* + **Part-time** employment with contract period: **June to August 2024**
  + Salary: HK$65 per hour / maximum 17 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. Dorian Chow by email (lbdorian@ust.hk)**
    - **Subject re: “Library E-Learning Production Assistant”**
  + Application Deadline: Friday, May 31st, 2024

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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. Dorian Chow at 2358-6782 or email to lbdorian@ust.hk