**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-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>   |

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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)
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**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