**Library E-Learning Video & Graphic Production Specialist Application**

November 2024 – January 2025 (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 (<http://lbcone.ust.hk/elearning/>) * Perform other duties as assigned   **Requirements**   * Experience in & knowledge of video production tools (e.g. Adobe Captivate, ActivePresenter, Adobe Premiere Pro, DaVinci Resolve) * Experience in graphic design tools (e.g. Canva, Adobe Photoshop, Adobe Illustrator) is highly desirable * Experience with 3D virtual tour software (e.g., 3D Vista, Matterport, Capture Reality) is advantageous * Good computer skills & good command of written & spoken English |

**Application**

* + **Part-time** employment with contract period: **November 2024 to January 2025**
  + Salary: HK$65 per hour
  + Working hours: maximum 10 hours per week from November to December, maximum 17 hours per week in January
  + 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 Video & Graphic Production Specialist”**
  + Application Deadline: Thursday, Nov 21st, 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 |  |  |  |  |  | |
| **\* 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