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

June 2024 – August 2025 (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-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>  **Duties**   * Assist the Library E-Learning Team to create interactive games and videos (<http://lbcone.ust.hk/elearning/>) that provide digital and information literacy education to the whole HKUST community * Create digital illustrations for the use of the Library E-Learning games, social media or other promotional materials * Perform other duties as assigned   **Requirements**   * Experience in & knowledge of video production tools (e.g. Adobe Captivate, ActivePresenter, Adobe Premiere Pro, DaVinci Resolve) is advantageous * Experience in digital illustration software (e.g. Adobe Illustrator, Photoshop, Procreate, Corel Painter) is advantageous * Experience in graphic design tools (e.g. Canva) is advantageous * Good computer skills & good command of written & spoken English |

**Application**

* **Part-time** employment with contract period: **June 2024 – August 2025**
* Salary: HK$68 per hour
* Working hours: 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 and portfolio to:**
  + **Ms. Dorian Chow by email (lbdorian@ust.hk)**
  + **Subject re: “Library E-Learning Graphic & Video Production Specialist”**
* Application Deadline: Thursday, Jun 20th, 2025

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