

## **Job Title: IT Technician (Ref. ADM/IT/08/07)**

Vacancies: 1

Salary (Gross): 2,700—3,300RMB

Closing Date: 6<sup>th</sup> August, 2008

### **Job Description:**

- To setup and maintain student computer labs
- To setup and maintain computers and telephones for staff
- To solve teaching equipment problems
- To provide support to staff and students on computer/phone/equipment problems
- To document problem and maintenance records
- To manage the IT consumables and supplies
- To carry out any other duties assigned by the IT director

### **Person Specification:**

General requirements:

- Basic oral and written English in IT to communicate with international staff;
- Good communication skills and team working;
- High sense of responsibility

Special skills and knowledge requirements:

- Skillful in Microsoft Windows and common desktop application software;
- Skillful in troubleshooting PC problems, both hardware and software;
- Experiences in telephone systems;
- Experiences in multimedia teaching equipment

In addition, experience or interest in the following areas is highly desirable:

Same or similar experience in higher education institutions;

### **How to apply**

To apply, please provide a CV, together with a covering letter in English outlining your interest in the post and explaining how you meet the criteria (this is particularly important as it will be taken into consideration when short listing applications). Please also complete an Applicant Information Form which is available on our website:

[www.xjtlu.edu.cn](http://www.xjtlu.edu.cn), and forward both your CV and Applicant Information Form to [Jobs@xjtlu.edu.cn](mailto:Jobs@xjtlu.edu.cn).