聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Faculty of Arts and Humanities (FAH):

Part-time Audio-Visual Technical Manager (Ref. No.: USJ24FAH-013)

Responsibilities include, but are not limited to:

1. Manage the audiovisual equipment loan and booking of Studios and Laboratories to students and staff;
2. Plan and manage the equipment maintenance, both preventive and corrective;
3. Manage the Computer Labs and Audiovisual Studios, and plan the maintenance and software installation and updates (in articulation with the Information Technology Office);
4. Manage inventory and organize technical equipment and asset management;
5. Operate a video studio and assist staff in recording video lectures, online classes, and other recorded or live events, including operating cameras, setting lights and live editing video using a video mixer;
6. Provide technical support to FAH activities that require handling of audio and video systems (in articulation with the Information Technology Office);
7. Support the Dean and Head of the Media Department in managing funded projects, including acquisitions, procurement, and the seamless integration of hardware and software related to FAH;
8. Follow and promote government policies, guidelines and regulations related to the management of digital content and usage of technical studio infrastructures;
9. Assist as required in the development and implementation of the overall policies, goals, and objectives of the University;
10. Attend scheduled tutoring services, other University curricular meetings and staff development, University promoted business and social functions, as necessary or required, both on- and off-campus.

Requirements:

1. Bachelor's degree or above, preferably in the field related to Informatic Engineering, or Communication and Media;
2. At least 3 years of work experience, preferably in IT and/or audiovisual;
3. Knowledge and experience in manipulating audio and video equipment and software as well as programming languages;
4. Ability to interact effectively as a member of a team and work collaboratively;
5. Demonstrate a sense of personal and professional accountability;
6. Strong interpersonal skills and be able to work well with students at various levels;
7. Strong problem-solving skills, proactive and positive attitude;
8. Proficient in spoken and written English and Chinese/Portuguese;
9. Devote at least 20 hours each week to the discharge of duties;
10. Macao ID card holder.

For application:

- Applicants should visit http://www.usj.edu.mo/en/about/careers-at-usj/ for more details, and submit their applications online.
- All documents and personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.