

## COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College*, offering quality sub-degree programmes for secondary school leavers; and the *School of Professional Education and Executive Development*, offering professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates.



School of Professional Education  
and Executive Development  
專業進修學院



The College now invites applications for the following post:

### Hong Kong Community College (HKCC)

#### Administrative Officer (Ref. 170929-01)

#### Duties

The appointee will be required to:

- (a) take up central administrative work such as registration, timetabling, student admissions, student records, statistics and graduation matters;
- (b) administer the Student Feedback Questionnaire exercise;
- (c) liaise with academic and administrative units of PolyU, other educational institutions, professional organizations and respective agencies on Qualifications Register, financial assistance schemes for students and handle related issues;
- (d) take care of the appointment of visiting lecturers and part-time staff;
- (e) assist in the planning and implementation of promotional activities, student development initiatives and special projects;
- (f) provide secretarial service to committees;
- (g) supervise junior staff;
- (h) ensure provision of professional customer service; and
- (i) perform any other duties as assigned.

The appointee may station on either of the two campuses in West Kowloon and Hung Hom Bay.

#### Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least five years' relevant experience, preferably gained in the tertiary education sector;
- (c) high proficiency in English and Chinese, and fluency in Putonghua;
- (d) excellent interpersonal skills and confidence to communicate with people from all walks of life;
- (e) a mind for details; and
- (f) the calibre of a team leader as well as a team player.

A good understanding of the post-secondary education scene in Hong Kong, in particular the self-financed sub-degree sector, will be an advantage.

Shortlisted candidates may be invited to sit for a written test.

### **Remuneration and Conditions of Service**

Salary offered will be commensurate with qualifications and experience. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

### **Application**

Please complete the job application form which is available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](http://www.cpce-polyu.edu.hk/chro/app_form/). For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Completed application forms should be returned to the **Human Resources Office, College of Professional and Continuing Education, Room 1710, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon** by post/fax (2364 0098)/e-mail ([huoffice@cpce-polyu.edu.hk](mailto:huoffice@cpce-polyu.edu.hk)) on or before **Saturday, 14 October 2017**. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

September 2017