

## 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



To cultivate students' all round development and broadening their intellectual outlook so that they appreciate, as well as meet the challenges of life, each year, the CPCE Student Affairs Office (CSAO) organizes the Complementary Studies Programme (CSP) and the Physical Education Programme (PEP) for students. The CSP consists of interesting/practical short courses; while the PEP includes an array of physical activities. Both programmes are non-credit-bearing and open for the voluntary enrolment of full-time students. CSAO now invites applications for the following posts:

### CPCE Student Affairs Office

**Instructor (part-time) in the following course categories / subject areas (various posts):**  
(Ref. 180427-01)

#### Complementary Studies Programme

- **Chinese Language and Culture:** Chinese languages, culture, art, music, philosophy, literature, religion, traditions and values, etc.
- **Communication, Science and Technology:** interpersonal/communication/presentation skills, public relations, media, computer skills, astronomy, science, etc.
- **Community, Society and the Global World:** law, political and public issues, social concerns, local/international affairs, moral and ethical issues, world and local history, town planning, sustainability and environmental protection, etc.
- **Entrepreneurship, Career Development and Organizational Management:** entrepreneurship, career planning, workplace competence, business administration, financial management, etc.
- **Foreign Language and Culture:** foreign languages, culture, art, music, philosophy, literature, religion, traditions and values, etc.
- **Personal Development and Health Care:** self-management, personal growth, relationships, critical thinking, problem solving, creativity, study skills, social etiquettes, psychology, medicine, physical/mental health, food and nutrition, health knowledge and issues, etc.

#### Physical Education Programme

Badminton, basketball, Chinese martial arts, football, hip-hop dance, jazz dance, kick-boxing aerobics, Thai boxing, touch rugby, Taekwondo, tennis, volleyball, yoga, etc.

### Duties

Appointees will be required to teach on weekdays or Saturday mornings, undertake course planning and teaching related duties. Interactive teaching and learning approach is preferred.

## Qualifications

Applicants should have a relevant recognised degree or equivalent professional qualifications. Teaching experience is preferred. For the PEP, applicants should have a relevant coach/trainer certificate issued by a credible association (e.g. Basketball Coaching Instructor Certificate issued by the Hong Kong Basketball Association, Yoga Instructor Certificate issued by the Society for Hong Kong Yoga Instructors, etc.).

## Remuneration

Salary offered will be commensurate with qualifications and experience.

## Application

Please complete the job application form and the course proposal form which are available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](http://www.cpce-polyu.edu.hk/chro/app_form/) and <https://sao.cpce-polyu.edu.hk/CARES/CSP&PEP/proposals.pdf> respectively. For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process.

Please quote the reference number and mark ***Complementary Studies Programme (CSP)/Physical Education Programme (PEP)*** in the application. Completed application form **AND** course proposal form(s) should be returned to CSAO preferably by email [pf-compst@cpce-polyu.edu.hk](mailto:pf-compst@cpce-polyu.edu.hk) (for CSP)/[pf-pe@cpce-polyu.edu.hk](mailto:pf-pe@cpce-polyu.edu.hk) (for PEP) (*please set the file name of the proposal as “your full name in English\_course title”, e.g. “Chan Tai Man\_Effective Communication Skills”, and your job application form as “your full name in English\_CV”, e.g. “Chan Tai Man\_CV”*) or by post to **CPCE Student Affairs Office, Room 409, 4/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon (for CSP)/CPCE Student Affairs Office, Room N304, 3/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon (for PEP)**, on or before **Saturday, 26 May 2018**.

Applicants who are not invited to an interview by 31 August 2018 may consider their applications unsuccessful.

For enquiries on the CSP, please contact Ms Vivian Kwok at 3746 0880 or via email [pf-compst@cpce-polyu.edu.hk](mailto:pf-compst@cpce-polyu.edu.hk). For enquiries on the PEP, please contact Ms Jo Fan at 3746 0880 or via email [pf-pe@cpce-polyu.edu.hk](mailto:pf-pe@cpce-polyu.edu.hk).

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

April 2018