

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. 180928-01)

Duties

The appointee will (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) take care of the appointment of visiting lecturers and part-time staff; (d) liaise with departments of PolyU, other educational/professional organizations, etc.; (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 Hung Hom Bay and West Kowloon.

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 ability 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/. 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) on or before **Saturday, 13 October 2018**. 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 2018