

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:

CPCE Student Affairs Office

Student Counselling Officer / Assistant Student Counselling Officer
(carrying the concurrent post title of **Student Development Officer / Assistant Student Development Officer**) (Ref. 190614-01)

Duties

The appointee will (a) contribute in general to holistic development of students by providing a college environment that is caring, supportive and enriching; (b) provide counselling services to students; (c) contribute to the development for student counselling and student development in general; (d) deliver counselling and developmental activities, either independently or in collaboration with other team members, and (e) perform any other duties as assigned.

The appointee may station on either of the two campuses in West Kowloon and Hung Hom Bay campus, and be required to take up assignments and work outside Hong Kong occasionally.

Qualifications

Applicants should have (a) a recognised degree in counselling, social work or a related discipline; (b) at least five years' experience as counsellor or social worker in an educational or a social service setting serving young adults; (c) excellent interpersonal and communication skills; (d) a good command of both written and spoken English and Chinese, fluency in Putonghua will be an advantage, and (e) the calibre of a team leader as well as a team player.

Applicants with less experience will be considered for the post of Assistant Student Counselling Officer.

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. Recruitment will continue until the position is filled.

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

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