COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Hong Kong Community College

Post Specification

Visiting Lecturer (part-time) (various posts): (Ref. 120611-01)

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, Hong Kong Community College organizes the Complementary Studies Programme (CSP) and the Physical Education Programme (PEP) for its 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. Applications for the following course categories/subject areas are now invited:

**Complementary Studies Programme**

- **Art & Culture**: painting, calligraphy, music, design, drama, photography, films, creative art, cultural appreciation, philosophy, etc.
- **Business & Management**: China business, sales and marketing, investment, management skills, workplace competence, career planning, entrepreneurship, etc.
- **Communication**: interpersonal skills, communication & presentation skills, public relations, etc.
- **Foreign Languages & Culture**: Putonghua, Japanese, Korean, French, German, Italian, Spanish, Shanghainese, etc.
- **Health and Personal Care**: cosmetic science, food & nutrition, health knowledge & issues, medicine, etc.
- **History & Environmental Studies**: history and current affairs, local & world history, environmental issues, etc.
- **Law, Political & Public Affairs**: political & public affairs, social studies, media studies, law, etc.
- **Personal Development**: psychology, creativity, interpersonal relationships, leadership, time- or self-management, study skills, etc.
- **Science & Information Technology**: computer skills, astronomy, science, etc.
- **Others**: any interesting topics

**Physical Education Programme**

Badminton, basketball, Chinese martial arts (e.g. Wing Chun), hip-hop dance, kick-boxing aerobics, jazz dance, social dance, table tennis, taekwondo, volleyball, yoga, etc.

**Duties**

Appointees will be required to:

(a) teach on weekdays or Saturday mornings;
(b) undertake course planning and teaching related duties; and
(c) perform any other duties as assigned.

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

Application forms are obtainable by downloading from http://www.cpce-polyu.edu.hk/chro/app_form/; by e-mail huoffice@cpce-polyu.edu.hk; or by fax 2364 0098. Course proposal forms are obtainable by downloading from http://www.hkcc-polyu.edu.hk/cspe/proposals.htm.

Please quote the reference number and mark Complementary Studies Programme / Physical Education Programme in the application. Completed application form AND course proposal form(s) should be returned to HKCC preferably by email cccompst@hkcc-polyu.edu.hk (for CSP) / ccpe@hkcc-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 Skill”, and your job application form as “your full name in English_CV”, e.g. “Chan Tai Man_CV”) or by post to Hong Kong Community College, Room N1302, 13/F, PolyU Hong Kong Community College (West Kowloon Campus), 9 Hoi Ting Road, Yau Ma Tei, Kowloon (for CSP) / Hong Kong Community College, Room 1707, 17/F, PolyU Hong Kong Community College (Hung Hom Bay Campus), 8 Hung Lok Road, Hung Hom, Kowloon (for PEP), on or before Monday, 9 July 2012.

Applicants who are not invited to an interview by 31 August 2012 may consider their applications unsuccessful.

For enquiries on the CSP, please contact Miss Charlotte LAM at 3746 0123 or via email cccompst@hkcc-polyu.edu.hk. For enquiries on the PEP, please contact Ms Vivian KWOK at 3746 0123 or via email ccpe@hkcc-polyu.edu.hk.

June 2012