COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

HONG KONG COMMUNITY COLLEGE

Post Specification

Senior Student Counselling Officer / Student Counselling Officer (carrying the concurrent post title of Senior Student Development Officer / Student Development Officer) (Ref. 080906-01)

Duties

The appointee will be required to:

(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) organize various extra-curricular activities, either independently or in collaboration with other team members;
(d) contribute to the development of the system for student counselling and student development in general; and
(e) perform any other duties as assigned.

Appointee may station in either campus, and be required to take up assignments and work outside Hong Kong occasionally.

Qualifications

Applicants should have:

(a) a recognised degree in social work or a related discipline;
(b) at least five years’ solid experience as social worker in an educational or social service setting serving young adults;
(c) excellent interpersonal and communication skills;
(d) fluency in English and Chinese (Putonghua is preferred, but not a must); 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 Student Counselling Officer.

Remuneration

Salary offered will be commensurate with qualifications and experience. Applicants should state their current and expected salary in the application.

September 2008