COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Hong Kong CyberU

Post Specification

Programme Officer (part-time) (Ref: 100611-01)
(Appointment period: Six months)

Duties

The appointee will be required to:

(a) provide administrative support to programmes offered by HKCyberU or in collaboration with overseas universities;
(b) liaise with academic and administrative units of PolyU, other educational institutions and professional organizations;
(c) assist in general office administration and supervision of junior staff;
(d) assist in promotional/marketing activities and special projects; and
(e) perform any other duties as assigned.

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 both English and Chinese;
(d) good interpersonal skills and ability to communicate with people at different levels;
(e) the calibre of a team leader as well as a team player; and
(f) preferably a good understanding of the education system and post-secondary education scene in Hong Kong.

Remuneration

Salary offered will be commensurate with qualifications and experience.

June 2010