DUTIES

The appointee will be required to:

(a) assume a key role in academic secretarial services, in particular registry-related activities, student admissions, records, registration, tuition fee payments, statistics and graduation matters;
(b) liaise with academic and administrative units of PolyU, other educational institutions, professional organizations and respective agencies on Qualifications Register, financial assistance schemes for students and handle related issues;
(c) take an active role in the planning and implementation of promotional activities, student development initiatives and special projects;
(d) take care of venue hiring;
(e) provide secretarial service to committees;
(f) assist in general office administration and supervise junior staff; and
(g) perform any other duties as assigned.

The 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;
(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 confidence 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.

RENUMERATION

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.

September 2012