COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Hong Kong Community College

Post Specification

Student Counselling Officer / Assistant Student Counselling Officer
(carrying the concurrent post title of Student Development Officer / Assistant Student Development Officer) (Ref. 120303-04)

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) organize various extra-curricular activities, either independently or in collaboration with other team members;
(c) provide counselling services to students;
(d) contribute to the development of the system for student counselling and student development in general; and
(e) 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 in social work or a related discipline;
(b) at least five years’ experience as social worker in an educational or a social service setting serving young adults;
(c) excellent interpersonal and communication skills;
(d) fluency in English and Chinese (Putonghua competency is also desirable); 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.

Remuneration

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.

March 2012