

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



School of Professional Education
and Executive Development
專業進修學院



The College now invites applications for the following post:

School of Professional Education and Executive Development (SPEED)

Project Associate (Ref. 220408-01)

[Appointment period: twelve months]

Duties

The appointee will assist the Project Coordinator in the Education Bureau (EDB) funded project - "International Experiential Learning and Application: Global Work-Integrated Education (Global-WIE) and idea Generation Laboratory (iG-Lab)".

The appointee will (a) contribute to the planning and implementing activities related to student employability; (b) liaise and establish good relationships with local and overseas business partners, and participate in industry collaborations, such as recruitment talks and job referrals; (c) provide all-round support to students and fresh graduates, including but not limited to career advisory service and job referrals, and (d) perform any other duties as assigned.

The appointee may be required to work on shift duties as well as outdoor, on weekends and public holidays. He/she may take up assignments and work outside Hong Kong occasionally.

Qualifications

Applicants should have the following qualifications and qualities:

(a) a good honours degree, preferably in Business, Marketing or related disciplines; (b) at least three years of relevant work experience, preferably in industries of recruitment and event management; (c) good communication and interpersonal skills; (d) being an outgoing, positive and customer-oriented person; (e) be able to work independently and under pressure; (f) a good command of written and spoken English and Chinese, and (g) good computer knowledge in MS Office applications.

Applicants with less experience will be considered for the post of Project Assistant.

Shortlisted candidates may be invited to sit for a written test.

Remuneration

Salary offered will be commensurate with qualifications and experience.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/ and send it to the Human Resources Office, College of Professional and Continuing Education via email huoffice@cpce-polyu.edu.hk. For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Recruitment will continue until the position is filled. Initial consideration of applications will commence in late April 2022.

For enquiries/further information, please contact Dr Steve Hung via email steve.hung@cpce-polyu.edu.hk.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

April 2022