

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:

Hong Kong Community College (HKCC)

Administrative Officer (Ref. 210625-02)

Duties

The appointee will (a) assist in the production of course timetable; (b) take up central administrative work such as registration, student admissions, student records, statistics and graduation matters; (c) administer the Student Feedback Questionnaire exercise; (d) take care of the appointment of part-time staff; (e) liaise with departments of PolyU and other educational/professional organizations, etc.; (f) assist in the planning and implementation of promotional activities, student development initiatives and special projects; (g) provide secretarial service to committees; (h) supervise junior staff, and (i) perform any other duties as assigned.

The appointee may station on either PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus.

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; (d) excellent interpersonal skills and confidence to communicate with people from all walks of life; (e) good IT skill, with advanced knowledge and wide experience of using MS Excel to collage, manipulate and analyse data; (f) a mind for details, and (g) the calibre of a team leader as well as a team player.

Possession of experience of producing course timetables and 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.

Remuneration and Conditions of Service

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.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/. 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.

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

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