

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 posts:

School of Professional Education and Executive Development (SPEED)

Project Assistant (two posts) (Ref. 210702-02)
[Appointment period: two years]

Duties

The appointees 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 appointees will (a) assist in planning, promoting and implementing activities related to student employability; (b) provide support in liaising with existing and potential business partners, and participate in other industry collaborations, such as recruitment talks and job referrals; (c) update the online portals and social media contents; (d) provide administrative support to the team, and (e) perform any other duties as assigned.

The appointees 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 (a) an honours degree or an equivalent qualification; (b) good communication and interpersonal skills; (c) a good command of written and spoken English and Chinese; (d) computer knowledge in MS Office applications and social media platforms, and (e) the passion in working with students, the quality of being detail-minded and the ability to work independently.

Applicants with working experience in human resources, training and event management, and previous exposure in working with students will be advantageous.

Applicants with lower qualifications will be considered for the post of Project Administrative Assistant.

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/. 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 positions are filled. Initial consideration of applications will commence in mid-July 2021.

For enquiries/further information, please contact Mr Steve Hung at 3746 0737 or via email steve.hung@speed-polyu.edu.hk.

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

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