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, offering quality sub-degree programmes for secondary school leavers; and the School of Professional Education and Executive Development, offering 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.

The College now invites applications for the following post:

Hong Kong Community College (HKCC)

Administrative Officer (Ref. 160226-01)

Duties

The appointee will be required to:

(a) take up central administrative work such as registration, timetabling, student admissions, records, statistics and graduation matters;
(b) administer the Student Feedback Questionnaire exercise;
(c) 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;
(d) take care of the appointment of visiting lecturers and part-time staff;
(e) assist in the planning and implementation of promotional activities, student development initiatives and special projects;
(f) provide secretarial service to committees;
(g) supervise junior staff;
(h) ensure provision of professional customer service; and
(i) perform any other duties as assigned.

The appointee may station on 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.

**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.

**Application**

Application forms are obtainable by downloading from [http://www.cpce-polyu.edu.hk/chro/app_form/](http://www.cpce-polyu.edu.hk/chro/app_form/). Please quote the reference number, unit and post in the application. Completed application forms should be returned to the Human Resources Office, College of Professional and Continuing Education, Room 1710, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon by post/fax (2364 0098)/e-mail (huoffice@cpce-polyu.edu.hk) on or before Saturday, 12 March 2016. Applicants who are not invited to an interview within two months of the closing date may consider their applications unsuccessful.

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

February 2016