duties

(a) supervise and provide training/mentoring to junior staff, and assist in general office administration;
(b) provide support in central administrative work of HKCC such as quality assurance and programme management;
(c) assist in student admissions, promotion, registration, graduation, and various co-curricular as well as student development activities;
(d) provide professional service to students, staff and visitors, and liaise with full-time and part-time staff;
(e) liaise with academic and administrative units of PolyU, government agencies, other educational institutions, professional organizations; and
(f) 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;
(b) at least two years’ relevant post-qualification experience, preferably gained in the tertiary education sector;
(c) proficiency in English and Chinese (preferably including Putonghua);
(d) good interpersonal skills and confidence to communicate with people from all walks of life;
(e) a mind for details; and
(f) a good command of Word, Chinese Word, Excel, PowerPoint and Access.

remuneration

Salary offered will be commensurate with qualifications and experience.

October 2011