COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

HONG KONG COMMUNITY COLLEGE

Post Specification

Senior Programme Officer / Programme Officer (Ref. 090110-01)

Duties

The appointee will be required to:

(a) take up programme administration and serve students in daily operation;
(b) assume the role of coordinator on issues related to the overall management of an Associate Degree Scheme comprising over 10 programmes, where appropriate;
(c) provide administrative support in placement and / or internship programmes;
(d) provide secretarial service to committees;
(e) assist in overseeing central administrative work of HKCC such as student admissions, registration, student records and graduation matters;
(f) take an active role in the planning and implementation of promotional activities, student development initiatives and special projects;
(g) liaise with academic and administrative units of PolyU, government agencies, other educational institutions, professional organizations;
(h) assist in general office administration and supervise junior staff;
(i) ensure provision of professional customer service; and
(j) 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 five years’ solid 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) the calibre of a team leader as well as a team player; and
(f) preferably a good understanding of the post-secondary education scene in Hong Kong, in particular the self-financed sub-degree sector.

Applicants with less experience will be considered for the post of Programme Officer. Shortlisted candidates may be invited to sit for a written test.

Remuneration

Salary offered will be commensurate with qualifications and experience. Applicants should state their current and expected salary in the application.

January 2009