

## 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:

### CPCE Academic Registry

**Academic Affairs Officer (part-time) (two posts)** (Ref. 240315-03)

**[Appointment period: twelve months]**

#### Duties

Appointees will be required to:

- (a) provide administrative support to academic programmes and student development activities;
- (b) assist in the central administrative work such as student admissions, registration, and examinations matters;
- (c) liaise with departments of PolyU and other educational/professional organizations, and
- (d) perform any other duties as assigned.

Appointees may station on either the PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus.

#### Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least five years of 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 computing skills, and
- (f) a mind for details.

Shortlisted candidates may be invited to sit for a written test.

#### Conditions of Service

An attractive remuneration rate will be offered.

## **Application**

Please complete the job application form which is available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](http://www.cpce-polyu.edu.hk/chro/app_form/) and send it to the Human Resources Office, College of Professional and Continuing Education via email [huoffice@cpce-polyu.edu.hk](mailto:huoffice@cpce-polyu.edu.hk). For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Consideration of applications will commence on 28 March 2024 until the positions are filled.

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

March 2024