

## 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 post:

### Division of Social Sciences, Humanities and Design

**Project Assistant** (Ref. 240322-06)

**[Appointment period: twelve months]**

#### Duties

The appointee will assist the Project Coordinator and the Project Team in The Hong Kong Jockey Club Charities Trust donated project - “LevelMind@JC at Schools”. He/She will be required to:

- (a) assist in planning and organizing workshops, site visits, tours and other related events;
- (b) prepare promotional materials and send out invitations to related parties;
- (c) coordinate with agencies, such as design companies, video production house, etc.;
- (d) prepare publication materials, both printed and online;
- (e) provide all-rounded administrative support and in-house coordination of the Project, and
- (f) perform any other duties as assigned.

The appointee may be required to work on weekends and public holidays.

#### Qualifications

Applicants should have:

- (a) a good honours degree, preferably in Design or related disciplines;
- (b) preferably two years of relevant experience in industries of design or education;
- (c) good communication and interpersonal skills;
- (d) proficiency in English and Chinese;
- (e) good computer knowledge of MS Office applications and design software such as Photoshop, Illustrator, InDesign, and
- (f) the ability to work independently and under pressure.

Possession knowledge of software packages such as AutoCAD and Sketchup will be an advantage.

## **Conditions of Service**

An attractive remuneration package 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 5 April 2024 until the position is filled.

For enquiries/further information, please contact Mr Chang Hoi-wood at 3746 0272 or via email [hoiwood.chang@cpce-polyu.edu.hk](mailto:hoiwood.chang@cpce-polyu.edu.hk).

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

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