

## 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

SPEED

The College now invites applications for the following post:

### CPCE Student Affairs Office

#### Student Affairs and Counselling Officer (Ref. 240419-01)

#### Duties

The appointee will be required to:

- (a) provide counselling services to students, particularly students with Special Education Needs (SEN);
- (b) contribute to the development for student counselling and student development;
- (c) deliver counselling and developmental activities, either independently or in collaboration with other team members, and
- (d) perform any other duties as assigned.

The appointee will station on the PolyU West Kowloon Campus.

#### Qualifications

Applicants should have:

- (a) a recognised degree in counselling, social work, psychology or a related discipline;
- (b) at least five years' experience as a counsellor or social worker in the educational or social service sector;
- (c) excellent interpersonal and communication skills;
- (d) a good command of both written and spoken English and Chinese, fluency in Putonghua will be an advantage, and
- (e) 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 sector, will be an advantage.

Applicants with less experience will be considered for the post of Assistant Student Affairs and Counselling Officer.

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

## **Conditions of Service**

An attractive remuneration package will be offered. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

## **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. Recruitment will continue until the position is filled. Initial consideration of applications will commence on 6 May 2024.

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

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