

## 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:

### School of Professional Education and Executive Development

**Project Associate** (Ref. 231222-02)

**[Appointment period: twenty-one months]**

#### Duties

The appointee will assist the Project Coordinator in the Education Bureau (EDB) funded project - “Improving the student learning experience by helping teachers develop and utilise chatbots”.

The appointee will (a) assist the project team to comply with the project objectives, scope, timetable, and the expected deliverables; (b) assist in planning, organisation and project management of the related events of the project such as workshops, talks, exhibitions and tours, etc.; (c) contribute to wider research project development and implementation; (d) organise demonstrations and sharing sessions to internal and external users; (e) conduct study and research topics for the production of educational materials; (f) prepare regular reports to the Research Project Team; (g) monitor the progress of the project and report to the funding body in a timely manner, and (h) perform any other duties as assigned.

#### Qualifications

Applicants should have (a) a master’s degree or a good honours degree with three or more years of relevant experience; (b) good knowledge of computer networking preferably with some experience in setting up servers and remote login; (c) good analytical and interpersonal skills; (d) proficiency in English and Chinese, and (e) self-motivation, sense of responsibility and ability to work independently.

Applicants with less experience will be considered for the post of Project Assistant.

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

#### 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. Recruitment will continue until the position is filled. Initial consideration of applications will commence in early January 2024.

For enquiries/further information, please contact Dr Edmund Wut at 3746 0087 or via email [edmund.wut@cpce-polyu.edu.hk](mailto:edmund.wut@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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