

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 (several posts) (Ref. 240412-01)

Duties

Appointees will be required to:

- (a) take up programme administration and provide services to students;
- (b) assist in the planning and implementation of student development initiatives, promotional activities and special projects;
- (c) assist in the central administrative work such as student admissions, registration, student records, examinations and graduation matters;
- (d) provide secretarial service to committees;
- (e) liaise with departments of PolyU and other educational/professional organizations;
- (f) assist in general office administration and supervise junior staff, and
- (g) 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) proficiency in English and Chinese;
- (d) excellent interpersonal skills and confidence to communicate with people from all walks of life;
- (e) good computing skills;
- (f) a mind for details, and
- (g) 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.

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

Applicants with less experience will be considered for the post of Assistant Academic Affairs Officer.

Conditions of Service

An attractive remuneration package will be offered. Initial appointment will be made on a two-year contract or on a temporary basis for twelve months. 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/ and send it to the Human Resources Office, College of Professional and Continuing Education via email 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 19 April 2024 until the positions are filled.

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

April 2024