

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF APPLIED SOCIAL SCIENCES

Post Specification

Half-time Project Assistant (Ref. 19092001)
[Appointment period: eleven months]

Duties

The appointee will assist the project leader in the project – “Guidance and counselling programme team”. He/She will be required to:

- (a) assist in promoting, recruiting, screening, intaking and assigning cases to counselling service offered by Guidance Net;
- (b) assist in the logistics and implementation of workshops for students;
- (c) maintain the daily operation and facilities of Guidance Net; and
- (d) perform any other duties as assigned by the Head of Department or his delegates.

Qualifications

Applicants should:

- (a) have an honours degree in Social Work, Counselling, or an equivalent qualification;
- (b) have a good command of both written and spoken English and Chinese;
- (c) have good interpersonal, communication and organizational skills;
- (d) be self-motivated; and
- (e) be a good team player and able to work independently and efficiently.

Applicants are invited to contact Ms Joanna Chung at tel no. 3400 3492, fax no. 2773 6558 or email joanna.chung@polyu.edu.hk for further information.

Remuneration

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

20 September 2019