

THE HONG KONG POLYTECHNIC UNIVERSITY
ALUMNI AFFAIRS AND DEVELOPMENT OFFICE

Post Specification

Part-time Alumni Affairs Assistant (Ref. 97511)

[Appointment Period: three months initially, with possibility of further appointment]

Duties

The appointee will be required to:

- (a) provide administrative and clerical support for the maintenance and updating of the Office's alumni database;
- (b) provide support services to all programmes related to the maintenance of alumni database and the implementation of various alumni projects/activities;
- (c) conduct telephone calls to alumni to update the records in the alumni database and publicize various alumni events/projects; and
- (d) perform any other duties as assigned by the Director of the Office and/or her delegates from time to time.

The appointee is required to work during some normal office hours in the daytime on weekdays and may be required to work beyond or outside normal office hours for the purposes of attending meetings and/or activities.

Qualifications

Applicants should:

- (a) have five passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results are obtained from 2007 onwards), Chinese Language (Level 2 if results are obtained from 2007 onwards) and Mathematics;
- (b) possess at least three years' working experience, preferably in database management, tele-marketing or customer servicing;
- (c) be proactive, have excellent interpersonal skills and be able to work independently; and
- (d) have excellent computer skills, preferably in database management.

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

Remuneration

The remuneration rate is \$50 per hour.

Revised on 6 November 2008