THE HONG KONG POLYTECHNIC UNIVERSITY

OFFICE OF CAREERS AND PLACEMENT SERVICES

Post Specification

Director of Careers and Placement Services (Ref. 12062203)

The Office of Careers and Placement Services will be established with effect from 1 July 2012 under the purview of the Dean of Students and overseen by Vice President (Academic Development).

The Office will provide support and services to students’ career planning and development and placement. Following the University’s mission to nurture graduates who are critical thinkers, effective communicators, innovative problem solvers, lifelong learners and ethical leaders, and to integrate workplace experience with education, students are encouraged to start their career exploration early and to reflect on the work competencies that they have to acquire or enhance in order to find their ideal job upon graduation.

Duties

Reporting directly to the Dean of Students, the appointee will be required to:

(a) provide effective leadership in the development of long-term strategies and plans of the Office in alignment with the University’s Strategic Plan, and provide leadership, coaching and support to all staff members of the Office in pursuit of the planned objectives in a high-quality and cost-effective manner;

(b) ensure a high quality of services, achieve synergy with other academic and non-academic units for the holistic development of students and align the University’s programmes with the needs of the community;

(c) provide placement and career guidance services;

(d) achieve synergy with academic departments for placement and employment opportunities;

(e) liaise with faculties and schools to understand the background of individual disciplines and students’ needs;

(f) provide career education, general information on further studies and faculty-based training programmes in collaboration with faculties and schools;

(g) coordinate the Work-Integrated Education programmes and create placement opportunities to enhance students’ all-round development and acquisition of professional competency;

(h) pro-actively market our students to local, Chinese mainland and overseas employers;
(i) arrange employer visits and create networking opportunities for students and employers;

(j) collect employment feedback and analyze our students’ and graduates’ employability by conducting the graduate employment survey and communicating with employers; and

(k) perform any other duties as assigned by the Dean of Students or his delegates.

**Qualifications**

Applicants should have:

(a) a recognised degree;

(b) at least ten years’ experience at managerial or above level working with career/student services management and career development, counseling/student affairs, employer/community relations at a corporate/divisional level or above, preferably gained in tertiary education institutions;

(c) evidence of strong supervisory and managerial skills, including budgets, strategic planning, assessment and evaluation skills;

(d) experience in development and implementation of career and placement programmes and employer relations; and

(e) excellent interpersonal and communication skills and the ability to collaborate effectively with faculties/schools and departments, a diverse group of students, staff and alumni, and the general community at large.

**Remuneration and Conditions of Service**

A highly competitive remuneration package will be offered. Initial appointment will be made on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

22 June 2012