

BRE General Office Organizational Chart 2022/23

Name	Post title	Key responsibilities
Mrs Vivien KAO	Senior Executive Officer <i>Ext. 5809</i> <i>Vivien.kao@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Assist the HoD in the implementation of University policies and day to day management of the Department • Overall supervision of BRE General Office • Departmental staffing matters • Departmental finance • DMC/DSC/DAC/DRC secretary • Programme QA and accreditations
Ms Ling TONG	Personal Secretary <i>Ext. 5140</i> <i>sau-ling.tong@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Personal Secretary to Head • Petty cash custody • Booking of PolyU cars • Retrieve SFQ data and compile SFQ data list
Teaching support team		
Ms Irene WU	Executive Officer <i>Ext. 4367</i> <i>Irene.wu@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Overall programme administration (Ug & HD) and operation • Examination Officer (Administration) including arrangement of internal/external moderation process • SARP/BoE Secretaries (Ug) • BRE Scheme Secretary • Office Management including supervision of OA
Miss Queenie WONG	Executive Officer <i>Ext. 8122</i> <i>Queenie.wong@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Overall programme administration (TPg) and operation • BRE TPg Programme Committee Secretary • Timetabling Officer • Level-5 subjects (shared) • SARP/BoE Secretaries (TPg) • Support for workload allocation of academic staff and research students • Workload Plan Reporting Exercise • DLTC Secretary including administration of teaching and learning projects • General secretarial support for Associate Head (Teaching) • Co-ordination for eSFQ and teaching evaluation of Teaching Assistant

Miss Esther LEUNG	Assistant Officer Ext. 8120 <i>Esther.leung@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Programme administration : <ul style="list-style-type: none"> - <i>BSc (Hons) Surveying</i> - <i>MSc Project Management</i> • Level 4 subjects • Deputy Examination Officer (Admin.) including examination logistics • Payment for DAA/External Examiners • Typing of examination papers • Typing and compilation of accreditation documents for the overseeing programme
Ms Connie YAP	Assistant Officer Ext. 3819 <i>Connie.yap@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Programme administration : <ul style="list-style-type: none"> - <i>DIREC</i> - <i>MSc International Real Estate</i> - <i>MSc/PgD Construction Law & Dispute Resolution</i> - <i>BSc (Hons) Property Management</i> • Level 5 (shared) and level 6 (DIREC) subject • Appointments/payment for part-time visiting staff/additional assignment • Support DSC operations • Logistic arrangement for Retreat • Back-up PS to HoD when PS is on leave • Support typing and compilation of accreditation documents for the overseeing programme
Miss Sally CHAN	Chief Clerk Ext. 5807 <i>Sally.sm.chan@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Subject Registration Officer • Programme administration for <ul style="list-style-type: none"> - <i>HD Building Technology & Management (phasing out)</i> - <i>MSc Intelligent Construction (2023 intake)</i> - <i>BRE Minor in Real Estate Investment</i> • Level 2 subject • Blackboard administrator • Liaison person with library for outstanding work by students • Back-up PS to HoD when PS is on leave. • Typing of examination papers

		<ul style="list-style-type: none"> • Support typing and compilation of accreditation documents for the overseeing programme
Ms Kaman MAK	Executive Assistant Ext. 8121 <i>ka-man.mak@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Programme administration : -<i>BSc (Hons) Building Engineering & Management</i> -<i>MSc/PgD Construction and Real Estate</i> • Level 3 subjects • Support BRE space/office planning/allocation • Purchase requisition and receiving • Support typing and compilation of accreditation documents for the overseeing programme • Filing of examination papers • Support dissertation allocation and the logistics
Vacant	Clerk	Support for programme administration (exact details to be confirmed when the incumbent is in place)
Partnership support team		
Ms Christine YEUNG	Assistant Marketing Manager Ext. 3867 <i>c.yeung@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Marketing and publicity • Information/Consultation Day & Summer School • BRE Distinguished Lecture Series & Dialogue with BRE Alumni • Support for alumni affairs/events • Secretary for Dept. Partnership Committee
Ms Janice LAU	Executive Officer (Student Affairs and Services) Ext. 5885 <i>Kjan.lau@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Work-Integrated-Education and career liaison • Support for Academic Advising and act as Undergraduate Secretary • Support for scholarship matters • Support for student exchange • Support for mentorship scheme • Secretary for Dept. Health & Safety Committee
Ms Teresa WONG	Clerk Ext. 5815	<ul style="list-style-type: none"> • Clerical and logistics support for student affairs/services and marketing

	<i>teresalp.wong@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Support for mass mailing/on-line promotional platforms
Research support team		
Ms Chloe SHING	Assistant Officer Ext. 5808 <i>Chloe.shing@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Research administration • DRC Assistant Secretary • General secretarial support for Associate Head (Research)
Ms Irene PANG	Clerk Ext. 5878 <i>irene.pang@polyu.edu.hk</i>	<ul style="list-style-type: none"> • Research outputs (ORCID accounts) • Preparation work for RAE • Process of training visa • Issuance of appointment letters for research staff • BRE luncheon workshops
Mrs Gracie IP	Project Administrative Assistant Ext. 7770 <i>gracie.ip@polyu.edu.hk</i>	<ul style="list-style-type: none"> • General support to research • Departmental projects and duties as assigned by SEO (BRE).
General arrands		
Vacant	Office Assistant	<ul style="list-style-type: none"> • Receive and Dispatch • Tea and refreshment services • Photocopy • Event assistant and logistics • Office stationery and supplies • Counter service • Management of meeting rooms in order • Assist in clerical support • Miscellaneous as assigned

23 August 2022