

# THE HONG KONG POLYTECHNIC UNIVERSITY

## SERVICE-LEARNING AND LEADERSHIP OFFICE

### Post Specification

**Service-Learning Officer / Assistant Service-Learning Officer** (Ref. 22050502)  
[Appointment period: twelve months]

### Duties

The appointee will be required to:

- (a) plan, implement and support innovative service-learning and leadership programmes in close collaboration with academic staff;
- (b) develop or assist in developing meaningful and challenging service-learning and leadership development opportunities in Hong Kong and/or overseas;
- (c) develop or assist in developing teaching/training materials and/or providing training for students on service-learning, civic responsibility, community needs, service planning and implementation, and to develop their generic competencies such as global leadership and cross-cultural competencies;
- (d) plan, implement or assist in the promotion of service-learning and leadership development inside and outside PolyU;
- (e) plan, implement or assist in organizing large-scale events such as symposia, conferences or summits;
- (f) conduct or assist in conducting evaluations on service-learning subjects/projects and leadership programmes, e.g. student assessment, outcome evaluation, impact measurement, etc.; and
- (g) perform any other duties as assigned by the Head of Unit or his/her delegates.

The appointee may be required to travel occasionally outside Hong Kong and work on irregular hours, including Saturdays, Sundays and public holidays.

### Qualifications

Applicants should:

- (a) have a recognised degree, preferably in Education, Engineering, IT, Psychology or Social Science;
- (b) have at least five years' relevant post-qualification working experience for the **Service-Learning Officer** post or at least three years' relevant post-qualification working experience for the **Assistant Service-Learning Officer** post;
- (c) have good computer literacy and/or statistical evaluation skills;

- (d) be able to work independently and proactively;
- (e) have a good command of both written and spoken English; and
- (f) have an outgoing personality and good social skills.

Preference will be given to those with working experience in student development or academic service-learning in the tertiary education sector.

Shortlisted candidates will be invited to sit for written and IT tests.

[Applicants who have responded to the previous advertisements need not re-apply.]

### **Remuneration**

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

### **Application**

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms). If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 19 May 2022 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/pics\\_for\\_recruitment](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

5 May 2022