

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **STUDENT AFFAIRS OFFICE**

### **Post Specification**

**Executive Officer** (Ref. 22052520-JCSD)

### **Duties**

The appointee will be required to:

- (a) provide support to the Student Development Unit, facilitating the development and management of student organizations;
- (b) plan and organize collaborative programmes and guide student-initiated activities to enhance internationalisation and campus integration;
- (c) assist in preparation of proposals and policy papers contributing to the holistic development of students;
- (d) work closely with internal and external units in coordinating student leadership development;
- (e) provide secretarial support to committees, meetings and working groups in relation to student affairs and development matters as required;
- (f) supervise junior staff; and
- (g) perform any other duties as assigned by the Dean of Students or his/her delegates.

The appointee is required to work irregular hours where necessary and conduct off-shore trips for student development related programmes.

### **Qualifications**

Applicants should:

- (a) have a recognised degree;
- (b) have at least five years of solid administrative and supervisory experience, preferably gained in tertiary education institutions;
- (c) be creative, highly motivated and detail-oriented, and willing to work under tight schedules;
- (d) have an excellent command of written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (e) be a good team player with strong organizational and interpersonal skills; and
- (f) have good computer literacy.

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

## Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Appointment will be on a two-year gratuity-bearing contract. 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 [http://www.polyu.edu.hk/hro/job/en/guide\\_forms/forms.php](http://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php). If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **The closing date for application is Wednesday, 8 June 2022.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. The University's Personal Information Collection Statement for recruitment can be found at [http://www.polyu.edu.hk/hro/job/en/guide\\_forms/pics.php](http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php).

25 May 2022