

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF ELECTRONIC AND INFORMATION ENGINEERING

Post Specification

Assistant Officer (two posts) (Ref. 20121015-E)

Duties

The appointee will be required to:

- (a) provide administrative support to undergraduate and postgraduate degree programmes including student admission, timetabling, subject registration, examination and other related activities;
- (b) provide logistic and secretarial support to departmental meetings, events and visits;
- (c) assist in the preparation and publication of departmental submissions, reports and publicity materials;
- (d) liaise with the University's internal units, students and external organizations and handle enquiries;
- (e) maintain departmental record systems and databases; and
- (f) perform any other duties as assigned by the Head of Department or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree with at least three years of post-qualification experience;
- (b) a good command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (c) good interpersonal and communication skills;
- (d) good computer literacy, including Word, Excel, PowerPoint, and Chinese word processing; and
- (e) self-motivation, a strong sense of responsibility and the ability to work independently.

Preference will be given to those with solid relevant experience in tertiary education sector. Candidates with less relevant experience in tertiary education sector will also be considered. Shortlisted candidates will be invited to sit for a written test.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be 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.

10 December 2020