

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **DEPARTMENT OF ELECTRONIC AND INFORMATION ENGINEERING**

### **Post Specification**

**Assistant Officer** (Ref. 21022505)

**[Appointment period: twelve months]**

### **Duties**

The appointee will be required to:

- (a) provide support to the administration and management of undergraduate and postgraduate programmes, including admission, timetabling, subject registration, examination and other related matters;
- (b) provide secretarial support to departmental committees and working groups;
- (c) assist in the organization of meetings, events and visits, as well as the preparation and publication of departmental submissions, reports and publicity materials;
- (d) liaise with the University's internal units, students and external organizations as well as handle their enquiries;
- (e) maintain effective record systems and databases for academic programmes and research; and
- (f) perform any other duties as assigned by the Head of Department or his delegates or the Management of the University from time to time.

### **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; and
- (d) good computer literacy, including Word, Excel, PowerPoint, and Chinese word processing.

Preference will be given to those with solid relevant experience in tertiary education sector.

### **Remuneration and Conditions of Service**

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

25 February 2021