Applications are invited for the following post:

**Part-time Office Assistant [Ref. C/234/09]**

**Duties:** Handle internal and external mail, provide course support and enquiry services; assist in handling teaching materials, equipment and classrooms.

**Requirements:**
- Form 5 standard;
- Knowledge of PC and MS Office software is required.

**Application**

Application forms can be obtained from [http://www.cityu.edu.hk/hro/en/job/application/administrative.asp](http://www.cityu.edu.hk/hro/en/job/application/administrative.asp) or by mail with a $1.7 stamped self-addressed envelope from Ms Edith Leung, SCOPE, City University of Hong Kong, LG/F, Academic Exchange Building, Tat Chee Avenue, Kowloon. Completed forms with detailed resume and copy of HKCEE results should be sent to Ms Edith Leung.

Application deadline: **Applications will be considered until the positions are filled.**

Information about SCOPE is available on-line at [http://www.scope.edu](http://www.scope.edu)