

Position: Full-time Project Assistant

Social Research Centre
Department of Sociology
Hong Kong Shue Yan University

Requirements:

Applicants should have (i) a Bachelor's degree or above; (ii) proficiency in common computer software applications; (iii) a good command of both written and spoken English and Chinese; (iv) a strong sense of responsibility and self-motivation; and (v) good interpersonal and communication skills.

Duties include:

(a) Assisting in general operation of the Centre; (b) co-ordinating projects and events related to the Centre; (c) managing the Centre's webpage; and (d) performing other tasks as assigned.

Appointment will be made on contract basis for one year.

Applicants should send their applications with CV to Professor Y.W. Cheung via email <ywcheung@hksyu.edu>

Closing Date: September 29, 2017