

## HONG KONG SHUE YAN UNIVERSITY

### Position: Executive Officer, Accreditation and Programme Development Office (APDO)

#### Responsibilities

- To provide administrative and secretarial support for accreditation exercises;
- To support the administration of the University's QA mechanisms and initiatives;
- Secretarial work on committees;
- To conduct surveys and feedback exercises to support programme review and development;
- To liaise with academic and administrative departments of the University in preparation for programme review and development;
- To provide assistance for University functions as required (e.g. graduation ceremony, academic events, recruitment exercise, etc).
- To perform any other duties as assigned by the Head / Supervisor

#### Requirements

- Bachelor's degree holder, with 4 years or more of relevant post qualification working experience preferred
- Excellent command of written and spoken English and Chinese (ability to edit documents will be an advantage)
- Possess initiative in handling different tasks with tight timelines
- Be able to work independently and efficiently in a fast-paced environment
- A team player with good interpersonal and communication skills

Applicants should send a completed application form and a curriculum vitae (CV) with the expected salary to the Registrar at [reg\\_recruit@hksyu.edu](mailto:reg_recruit@hksyu.edu) .

Application Deadline: until the post is filled.

The application form can be downloaded at

<https://www.hksyu.edu/download/Application%20Form%20for%20non-Academic%20Positions.doc>

***Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purposes. All applications will be destroyed after the recruitment exercise.***