

HONG KONG SHUE YAN UNIVERSITY

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

Responsibilities

- To provide administrative and secretarial support for accreditation exercises, quality assurance (QA) mechanisms and programme development initiatives;
- To liaise with academic and administrative units in the preparation of programme accreditation, review and development activities;
- To assist in the compilation, editing and maintenance of data, reports, submissions and documentation related to accreditation and QA processes;
- To provide secretariat support to committees and working groups;
- Supporting University functions as required (e.g. graduation ceremony, academic events, student recruitment exercise, etc.); and
- To perform any other duties as assigned by the Head / Supervisor

Requirements

- Bachelor's degree holder;
- Excellent command of written and spoken English and Chinese;
- Possess initiative in handling multiple tasks with tight timelines;
- Be able to work independently while maintaining a high level of accuracy;
- A team player with good interpersonal and communication skills;
- For the position of Executive Officer, applicants should preferably possess four years or more of relevant post-qualification working experience relating to programme development and quality assurance in the higher education sector.

Applicants should send a completed application form and a curriculum vitae (CV) with the expected salary to the Registrar at 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.