

## **HONG KONG SHUE YAN UNIVERSITY**

### **Vacancies: Student Services Assistant (Hall Management Unit)**

The appointee will be required to provide hall life education activities and logistics support to the Hall Management Unit.

#### **Major Responsibilities:**

- To assist in developing and executing hall life education programmes;
- To assist in coaching and supervising student leaders on the programme planning and hall matters;
- To manage and update the promotional channels (including the programme websites and social media account);
- To provide student support services, including front desk service, handling enquiries, payment processing, and payments duties;
- To perform any other duties as assigned.

#### **Requirements:**

- Bachelor's degree or equivalent;
- Good administrative & strong interpersonal skills;
- Self-driven, people-oriented and sense of responsibility;
- Have interest and ability to deal with student issues;
- Good command of spoken and written in English and Chinese (including Mandarin);
- Working experience in student service will be considered as an advantage.

Appointment will be offered a two-years contract, with possibility of renewal, subject to mutual agreement. Application form can be obtained [here](#)

Applicants should send a completed application form, resume and Cover Letter to Associate Vice President (Student Affairs), Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, H,K or via email to [tcchan@hksyu.edu](mailto:tcchan@hksyu.edu) .

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