

# HONG KONG SHUE YAN UNIVERSITY

## **Position: Student Services Officer / 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:**

- Assist in developing and executing hall life education programme;
- Assist in coaching and supervising student leaders on the programme planning and hall matters;
- Manage and update the promotional channels (including the programme websites), design promotional materials, and maintain social media accounts;
- Provide student support services, including front desk service, handling enquiries, check in/out procedures, payment processing and prepare monthly reports;
- Knowledge in video production and editing will be a plus;
- 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.

Candidates with more relevant experience may be considered for appointment as Student Services Officer.

Appointment will be offered a two-years contract, with the 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 Hall Management Unit, 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).

Review of applications will start as soon as possible and continue until the post is filled.

***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.***