

## HONG KONG SHUE YAN UNIVERSITY

Position: Student Services Officer / Student Services Assistant(Hall Management Unit)

The appointee will be responsible for supporting Hall-based Student Engagement initiatives and providing administrative and logistical support to the Hall Management Unit.

### ***Major Responsibilities***

- Assist in the development, coordination, and implementation of hall-based student engagement programmes;
- Support the coaching and supervision of student leaders in programme planning and hall-related matters;
- Manage and update promotional channels, including programme websites; design promotional materials and maintain social media platforms;
- Provide student support services, including front desk services, handling enquiries, managing check-in/check-out procedures, processing payments, and preparing monthly reports;
- Provide operational and logistical support to Warden Teams as required;
- Knowledge of video production and editing is an advantage;
- Perform other duties as assigned.

### ***Requirements***

- Bachelor's degree or equivalent qualification;
- Strong administrative abilities with excellent interpersonal skills;
- Self-motivated, people-oriented, and with a strong sense of responsibility;
- Demonstrated interest in and ability to handle student-related matters;
- Good command of spoken and written English and Chinese, including Mandarin;
- Prior working experience in student services or related fields will be 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.