

Industrial Attachment Office of Hong Kong Shue Yan University is seeking for high caliber candidates to fill the position of Project Officer. Funded by the QESS grant (IA02-QESS-2021), the Industrial Attachment Office conducts a new project to advance industrial attachment abroad activities for enhancing students' work-related global competency.

Project Officer

Major Responsibilities:

- To promote industrial attachment courses to potential internships abroad providers;
- To conduct the internal publicity activities in relation to industrial attachment abroad;
- To coordinate the briefings, preparation workshops and sharing sessions for students in industrial attachments abroad;
- To organise experiential learning tours to visit external agencies outside Hong Kong;
- To prepare and produce student orientation handbook and fact sheets;
- To provide student advice, support and consultation services on industrial attachments abroad;
- To organise online meeting for students and staff members;
- To develop and facilitate online support networks among students;
- To travel abroad to provide emergency support to students as required.

Requirements:

- A good honours degree holder with at least 3-4 years of experience in student affairs for career and internship service in higher education institutions;
- Excellent organization and interpersonal skills;
- Pleasant with good presentation skills;
- Good command of spoken English and Chinese (including Mandarin);
- Ability to work independently and efficiently;
- A good team player with the capacity to handle multi-tasks and be attentive to details;
- Excellent social media and webpage management skills.

Appointment will be made on the basis of a two-year contract, with possibility of renewal, subject to mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Applicants should send a completed application form, resume and cover letter to Director of Industrial Attachment, Industrial Attachment Office, HKSYU via cfchui@hksyu.edu.

Application form can be obtained at:

http://www.hksyu.edu/Info/current_vacancies.html#administrative

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.

Deadline: 29 July 2022