

Hong Kong Shue Yan University (HKSYU) is seeking high calibre candidates to fill the Senior Programme Officer / Programme Officer / Programme Assistant position to support the management of the overseas and local internship programme.

Senior Programme Officer / Programme Officer /Programme Assistant

[1 position]

Major Responsibilities:

- To promote industrial attachment courses to potential local and offshore internship providers;
- To arrange company visits and meetings with employers for sourcing more local and offshore internship opportunities;
- To source additional internship opportunities offered by companies;
- To maintain partnerships with different external stakeholders for industrial attachments;
- To conduct internal publicity activities in relation to industrial attachment;
- To coordinate the briefings, preparation workshops and sharing sessions for students in industrial attachments;
- To assist in organising experiential learning tours to visit external agencies outside Hong Kong;
- To provide student advice, support and consultation services on industrial attachments;
- To organise meetings 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 2-3 years of working experience;
- Fresh graduates will also be considered;
- 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 web page management skills.

The remuneration package will be commensurate with qualifications and experience. Candidate with less experience will be considered as Programme Assistant.

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

Application form can be obtained at:

<https://www.hksyu.edu/assets/careers/Application%20Form%20for%20non-Academic%20Positions.doc>

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: Open Until Filled