

Hong Kong Shue Yan University (HKSJU) is seeking a high calibre individual for the role of Programme Officer / Programme Assistant in the Industrial Attachment Office. The appointee will work closely with employers, faculty, students, and external parties such as programme partners.

**Programme Officer / Programme Assistant, Industrial Attachment Office**

**Major Responsibilities:**

- To administer credit-bearing internship programmes and liaise with faculty members and employers;
- To coordinate briefings, workshops, and other activities for students in relation to internship;
- To provide advice and support to students on internship;
- To coordinate meetings and provide support in preparing reports;
- To assist in sourcing new local and offshore internship opportunities;
- To assist in organising events and activities for industry partners;
- To assist in internal publicity activities in relation to the works of the Office;
- To provide administrative support to the Office;
- To travel outside Hong Kong occasionally as required;
- To perform any other duties as assigned.

**Requirements:**

- Bachelor's degree holder with at least 2-3 years' working experience;
- Good command of spoken English and Chinese (including Mandarin);
- A good team player with effective interpersonal and communication skills;
- Proactive and able to work independently and efficiently with good organisation skill;
- Possesses strong sense of responsibility, able to handle multi-tasks and attentive to details;
- Basic website management and digital marketing skills;
- Fresh graduates will be considered as Programme Assistant.

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

Applicants should send a completed application form and resume to the Director of Industrial Attachment, Industrial Attachment Office, HKSJU via email: [kcso@hksyu.edu](mailto:kcso@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