

HONG KONG SHUE YAN UNIVERSITY

Vacancy: Administrative Assistant/ Project Officer (International Unit)

The major role and responsibility of the Administrative Assistant / Project Officer are to provide overall administration of internationalization initiatives, student exchange programmes, partnership development, organization of activities, and other duties as required.

Major Responsibilities:

- Support the implementation of exchange programmes for outbound and inbound students;
- Provide administrative support for the study abroad scheme/ summer/ virtual international programmes;
- Plan and execute promotional plans for exchange-related activities;
- Liaise with existing and potential internal and external parties to advance global engagement and international exposure opportunities;
- Prepare agreements, budget plans, progress reports, financial reports, and other documents;
- Design the promotional materials; manage Website, Facebook and other publicity materials;
- Perform any other duties assigned by the Head of the International Unit

Requirements:

- A good honours degree with work experience in administrative operation 1 year or above, preferably in the tertiary education sector;
- Fresh graduates will also be considered;
- Good command of written and spoken English and Chinese (including Mandarin);
- Effective interpersonal, communication and presentation skills;
- Outgoing personality and confidence in dealing with people at all levels;
- Ability to work independently and as a team;
- Strong sense of responsibility and capability to handle multi-tasks and be attentive to details;
- Good IT proficiency

Salary will be commensurate with qualification and experience. Candidate with more experience will be considered as Project Officer.

Applicants should send a completed application form and resume to Head of the International Unit at pllau@hksyu.edu. Application form can be downloaded 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 purposes. All applications will be destroyed after the recruitment exercise.

Closing Date: 30 May 2023