

HONG KONG SHUE YAN UNIVERSITY

Vacancy: Student Services Assistant / Officer (Student Activities Section, Office of Student Affairs)

Major Responsibilities:

- Manage the websites' content and identify ways to improve the website user experience;
- Manage social media channels and campus promotional channels;
- Liaise with the Computing Services Centre on IT systems and infrastructure;
- Provide student support services, including front desk service, handling enquiries, payment processing, and payments duties;
- Assist in planning and implementing mass events and student activities;
- Support university-wide functions and perform other duties as assigned.

Requirements:

- Bachelor's degree or equivalent;
- Excellent administrative & computer skill
- Self-drive, people-oriented and sense of responsibility;
- Experience in web design and development;
- Strong working knowledge and experience with Content Management Systems and in particular WordPress;
- Proficiency with HTML, CSS, JavaScript and backend revisions/improvements will be considered as an advantage;
- Knowledge of using Adobe Creative Cloud is a plus.

Appointment will be made on a contract-based and renewable upon mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Applicants should send a completed application form, resume and Cover Letter to Associate Vice President (Student Affairs), Office of Student Affairs, Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, H.K or via email at cfleung@hksyu.edu

Application form can be obtained [here](#).

Closing Date: 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.