

## HONG KONG SHUE YAN UNIVERSITY

### Position: Administrative Assistant, Research Office

#### Responsibilities

- To provide administrative and secretarial support to the Research Office;
- To liaise with academic and administrative departments of the University as well as Research Grants Council;
- To coordinate meetings and run workshops;
- To perform other administrative duties supporting the University;

#### Requirements

- Bachelor's degree holder;
- Good command of written and spoken English and Chinese;
- Possess initiative in handling different tasks with tight timelines;
- Be able to work independently and efficiently in a fast-paced environment;
- A team player with good interpersonal and communication skills;
- Experience in conducting academic research and proposal writing is an advantage;
- Knowledge in basic webpage management skills and design preferred;
- Salary will be commensurate with qualification and experience

Applicants should send a completed application form and resume to the Associate Academic Vice President (University Research) (via email: [tytwong@hksyu.edu](mailto:tytwong@hksyu.edu)). The application form can be obtained at: <https://www.hksyu.edu/download/Application%20Form%20for%20non-Academic%20Positions.doc>

Review of applications will start as soon as possible and continue until the post is filled. Applicants with more experience may be considered for the post of Administrative Officer.

***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.***