

HONG KONG SHUE YAN UNIVERSITY
Position: Executive Officer, 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 other external grant providers to support grant applications and project management;
- To coordinate meetings and run workshops;
- To supervise and provide guidance to Executive Assistants within the Research Office, overseeing their daily tasks, workload management, and professional development;
- To perform any other duties as assigned by the Associate Academic Vice President (University Research) or his/her delegates; and
- To provide assistance on University functions as required (e.g. graduation ceremony, academic events, recruitment exercise, etc).

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: cwyip@hksyu.edu). The application form can be obtained at:

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

Review of applications will start as soon as possible and continue 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.