

HONG KONG SHUE YAN UNIVERSITY

Position: Full-time Executive Assistant at Teaching & Learning Development Office & Registry

Applicants should possess

- (i) a Bachelor's degree with at least 1 year of work experience, preferably in the education sector;
- (ii) a good command of both written and spoken English and Chinese, and being able to communicate effectively in Putonghua;
- (iii) self-motivated and strong sense of responsibility;
- (iv) good organizational skills, communication skills, interpersonal skills and analytical abilities;
- (v) good computer skills.

The appointee will be required to provide administrative and secretarial support to the Teaching & Learning Development Office (TLDO) and the Registry Office.

Duties may include:

1. Serving as the secretary at the committee meetings;
2. Supporting the operation of the Minor Programmes, including liaising with all departments, running promotional activities, preparing enrolment data, and website updates;
3. Assisting the Executive Officer in managing the administrative activities of the TLDO, and providing secretarial services and logistic support;
4. Providing logistic support to the Advanced Teaching and Learning Committee events and promotion;
5. Assisting in the preparation and issuance of official letters and documents for the Quality Assurance Committee (QAC), Advanced Teaching and Learning Committee (ATLC), and Interdisciplinary Digital Support Subcommittee (IDSS), including but not limited to agenda items, minutes, appointment letters of internal and external members, etc.;
6. Handling enquiries in relation to IDSS and Minor Programmes; and
7. Performing any other duties as assigned.

Applicants should send a completed application form and a curriculum vitae (CV) with the expected salary to the Registrar at reg_recruit@hksyu.edu .

Closing Date: Until the post is filled

The application form can be downloaded at

<https://www.hksyu.edu/download/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.