

# Admissions Assistant / Officer (Admissions Advisory and Administration)

Hong Kong Shue Yan University, Registry  
University Admissions Office

We are seeking a dynamic and organized Admissions Officer to join our team. You will play a pivotal role in recruiting and supporting students from diverse backgrounds throughout the entire admissions journey.

## Core Responsibilities:

1. Organize and manage a schedule of recruitment events locally and abroad, such as university fairs, school visits, open days and admissions talks.
2. Create and give presentations to prospective students and their parents and career counsellors to promote the university's programmes and entry criteria.
3. Advise prospective students on programme selection, admission requirements, scholarships, and the application steps.
4. Oversee applications from start to finish, including reviewing applicant files and responding to inquiries about application status.
5. Manage the student visa process for non-local students, assisting with required documents and communicating with immigration officials.

## Key Requirements:

- A bachelor's degree. Applications from fresh graduates are welcome.
- Excellent communication skills, with full professional proficiency and fluency in Cantonese and Mandarin and English.
- Strong administrative and organizational skills, with keen attention to detail.
- A customer-service oriented mindset, with the patience and empathy to guide prospective students.

## Application Methods:

1) Applicants should send a cover letter and a curriculum vitae (CV) with expected salary to the Director of University Admissions Office at [newapp@hksyu.edu](mailto:newapp@hksyu.edu); or

2) Complete the application form which can be downloaded at <https://www.hksyu.edu/assets/careers/Application%20Form%20for%20non-Academic%20Positions.doc>, and send it together with a CV to [newapp@hksyu.edu](mailto:newapp@hksyu.edu).

## Salary and Conditions of Service

Remuneration package will be competitive and commensurate with qualifications and experience. Appointment will be made on a fixed-term contract and renewable with mutual consent.

Review of applications will start as soon as possible and continue until the post is filled. Applicants with less experience may be considered for the post of Admissions Assistant.

*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.*