

Hong Kong Shue Yan University (HKSJU) is seeking for high caliber candidates to fill the position of Administrative Officer and Programmer. Funded by the QESS grant (T01-QESS-2022), the HKSJU and Tung Wah College will conduct a project to develop gamified an online learning platform and materials.

Administrative Officer

Major Responsibilities:

- To provide administrative and secretarial supports for the project;
- To organize the launching event and conduct the internal publicity activities in relation to the online national and values education programme;
- To update information about the online national and values education programme in the webpage and social media page;
- To prepare files, records, budget plans, progress reports and other working documents of the project;
- To conduct data collection and evaluation tasks and analysis for supporting the development of the project.

Requirements:

- A good honours degree holder with at least 3-4 years of working experience;
- Excellent organization and interpersonal skills;
- Pleasant with good presentation skills;
- Good command of spoken English and Chinese (including Mandarin);
- Ability to work independently and efficiently;
- A good team player with the capacity to handle multi-tasks and be attentive to details;
- Excellent social media and webpage management skills.

Appointment will be made on the basis of a two-year contract, with possibility of renewal, subject to mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Applicants should send a completed application form, resume and cover letter to Director of Industrial Attachment, Industrial Attachment Office, HKSJU via ayschan@hksyu.edu.

Application form can be obtained at:

<https://www.hksyu.edu/assets/careers/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.

Deadline: Open Until Filled