

Established since 1971, Hong Kong Shue Yan University as a leading self-financing university in Hong Kong, is committed to producing informed and skilled graduates for the community. The University is now seeking for high calibre candidate to fill the position below:

### **Administrative Assistant**

The major role and responsibility of Administrative Assistant is to provide administrative support for the International Unit.

### **Job Description:**

- Respond to phone/email enquiries, and liaise with all the relevant parties;
- Handle visa applications, credit transfers and issues related to exchange students;
- Plan and manage events and programmes;
- Update and maintain website;
- Develop database;
- Other duties as required.

### **Requirements:**

Applicants should have:

1. A good honours degree with at least 3-4 years of experience in student affairs and administration preferably gained from higher education institutions.
2. Good project management skills, able to handle different parties and coordinate under tight timeline.
3. Strong interpersonal skills and be able to work well with different levels of stakeholders and external agencies.
4. Self-motivated showing strong sense of ownership and be able to work under pressure.
5. A good team player with the capacity to handle multi-tasks and be attentive to details.
6. Excellent organization and time management skills.
7. Ability to work independently and efficiently.
8. Good command of written and spoken English and Chinese (including Mandarin).

Appointments 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 and resume to Associate Vice-President (University Administration) (via [syitseung@hksyu.edu](mailto:sytseung@hksyu.edu)).

Application form can be obtained at:

[http://www.hksyu.edu/Info/current\\_vacancies.html#administrative](http://www.hksyu.edu/Info/current_vacancies.html#administrative)

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:**  
30 October, 2021