

## HONG KONG SHUE YAN UNIVERSITY

### Position: Administrative Assistant, Research Office (Two posts)

#### Responsibilities

- To provide administrative and secretarial support to the Research Office;
- To liaise with academic and administrative departments of the University as well as Research Grants Council;
- To coordinate meetings and run workshops;
- To perform any other duties as assigned by the Associate Academic Vice President (University Research);

#### Requirements

- A good honours degree with at least 2-4 years of administrative experience in tertiary institutions;
- Good command of written and spoken English and Chinese;
- Possess initiative in handling different tasks;
- Be able to work independently;
- A team player with good interpersonal skills;
- Experience in conducting academic research and proposal writing is an advantage;
- Knowledge in basic webpage management skills and design preferred

Applicants should send a completed application form and resume to the Associate Academic Vice President (University Research) (via email: [reg\\_recruit@hksyu.edu](mailto:reg_recruit@hksyu.edu)). Application form can be obtained at: <https://www.hksyu.edu/download/Application%20Form%20for%20non-Academic%20Positions.doc>

Review of applications will start as soon as possible and continue until the posts are 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.***