

## HONG KONG SHUE YAN UNIVERSITY

### **Vacancy: Administrative Assistant (Duration: 2 years, renewable)**

The appointee will be required to provide administrative support to the Hall Management Unit and the International Unit. The appointee will be responsible for assisting in:

- (a) activities for exchange-in students and hall residents
- (b) interviews, information seminars and meetings
- (c) the preparation of a variety of reports to the Office of Administrative Vice President, as well as to Government Bureaus and authorities.
- (d) the preparation and submission of student visa applications for in-bound exchange students
- (e) the promotion of and applications for exchange programme, overseas summer school programmes and overseas internship programmes
- (f) the provision of client support services, including front desk service, incoming mail handling, payment processing, amongst others.

#### Requirements:

- Sub-degree or Bachelor's Degree holder;
- Relevant administrative experience in education sector, NGO, or other related fields;
- Strong problem solving and organisational skills, and detail-oriented;
- Polite, patient, proactive, independent, and sense of responsibility;
- Have interest and ability to deal with student issues;
- Good communication and writing skills in English and Chinese;
- Proficiency in Putonghua and other foreign languages (e.g. Japanese, Korean, French, German, etc) is an advantage.

Applicants should send a completed application form and resume to Hall Management Unit, Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, Hong Kong or by email to [ymchung@hksyu.edu](mailto:ymchung@hksyu.edu). Application form can be obtained at:

<https://www.hksyu.edu/en/about/career/>.

***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 process.***

**Closing date: until the position is filled**