

HONG KONG SHUE YAN UNIVERSITY

Vacancies: Student Services Officer (Hall Administration), Hall Management Unit

Major Responsibilities:

- To execute the administrative tasks for the Undergraduate and Postgraduate hall residence e.g. arrangement of hall application, hall check-in and check-out;
- To assist in preparation of reports and regular update in the social media channel;
- To assist in providing the student support services, including front desk service, handling complaints, payment processing, amongst others;
- To assist in developing and formulating hall management policy and administrative procedures;
- To assist in the planning and the implementation of events and activities for hall resident;
- To provide operational support to Warden Teams when necessary.

Requirements:

- Bachelor's degree or equivalent;
- At least three years working experience in education sector, NGO or other related fields;
- Strong administrative, problem solving and organisation skills, and detail-oriented;
- Good Self-driven, people-oriented and sense of responsibility;
- Have interest and ability to deal with student issues;
- Proficiency in computing applications;
- Good communication and written skills in English and Chinese (including Putonghua).

Applicants should send a completed application form, resume and Cover Letter to Associate Vice President (Student Affairs), Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, H.K. Application form can be obtained at:

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.