

HONG KONG SHUE YAN UNIVERSITY

Vacancies: Senior / Student Services Officer, Hall Management Unit

The appointee will be required to coordinate and provide administrative support for the Hall Management Unit at HKSYU.

Major Responsibilities:

- To formulate and review regularly the hall management policy and administrative procedures;
- To lead and supervise junior staff on executing the administrative tasks for the Undergraduate and Postgraduate on-campus accommodation;
- To prepare reports and data analysis;
- To liaise and coordinate with working partners and internal offices;
- To provide operational support to Warden Teams when necessary.
- To assist in the implementation of events and activities for hall residents;
- To perform any other duties as assigned.

Requirements:

- Bachelor's degree or equivalent,
- For the post of Senior Officer: At least five years working experience in the education sector, NGO, or other related fields; Experience in tertiary institutions would be an added advantage. Candidates with less experience will be considered for the post of Officer rank.
- Strong administrative, problem solving and organisation skills, and detail-oriented;
- Self-driven, people-oriented and sense of responsibility;
- Have interest and ability to deal with student issues;
- Proficiency in computing applications;
- Excellent communication and written skills in English and Chinese (including Mandarin).

Appointment will be offered a two-years contract, with possibility of renewal, subject to mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Application form can be obtained at:

http://www.hksyu.edu/Info/current_vacancies.html#administrative

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 or via email to kwlchu@hksyu.edu .

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.