

This year is the 50th Anniversary of the Hong Kong Shue Yan University. Industrial Attachment Office of Hong Kong Shue Yan University is seeking for high caliber candidates to fill the position of Administrative Assistant.

Administrative Assistant (Full-time or part-time)

Major Responsibilities:

- To promote industrial attachment courses to potential internships providers;
- To arrange company visits and meetings with employers for sourcing more internship abroad opportunities;
- To maintain partnerships with different external stakeholders for industrial attachments abroad;
- To conduct the internal publicity activities in relation to industrial attachment;
- To coordinate the briefings, preparation workshops and sharing sessions for students in industrial attachments;
- To assist to organise experiential learning tours to visit external agencies outside Hong Kong;
- To prepare and produce student orientation handbook and fact sheets;
- To organise meeting for students and staff members;
- To develop and facilitate online support networks among students;
- To conduct data collection and evaluation tasks and analysis for supporting the formulation of strategic development plan;
- To perform any other duties as assigned by the Director of Industrial Attachment.

Requirements:

- A good honours degree holder with at least 1 year working experience. Prior work experience in student affairs in higher education institutions is an advantage;
- Excellent organization and interpersonal skills;
- Pleasant with good presentation skills;
- Good command of spoken English and Chinese (including Mandarin);
- Ability to work independently and efficiently;
- A good team player with the capacity to handle multi-tasks and be attentive to details;
- Excellent social media and webpage management skills.

Appointment will be made on the basis of a 12-month 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, resume and cover letter to Director of Industrial Attachment, Industrial Attachment Office, HKSYU via skyyiu@hksyu.edu.

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.