

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 Officer and Project Officer. Funded by the QESS grant (IA02-QESS-2021), the Industrial Attachment Office will conduct a new project to advance industrial attachment abroad activities for enhancing students' work-related global competency.

Project Officer

Major Responsibilities:

- To promote industrial attachment courses to potential internships abroad providers;
- To conduct the internal publicity activities in relation to industrial attachment abroad;
- To coordinate the briefings, preparation workshops and sharing sessions for students in industrial attachments abroad;
- To organise experiential learning tours to visit external agencies outside Hong Kong;
- To prepare and produce student orientation handbook and fact sheets;
- To provide student advice, support and consultation services on industrial attachments abroad;
- To organise online meeting for students and staff members;
- To develop and facilitate online support networks among students;
- To travel abroad to provide emergency support to students as required.

Requirements:

- A good honours degree holder with at least 1-2 years working experience. Prior work experience in student affairs for career and internship service 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 20-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 wklui@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.