

HKSYU Industrial Attachment Office, a newly established university-wide platform for advancing industrial attachments, now seeks to appoint high calibre candidates to the position of Administrative Officer and Project Officer.

Established since 1971, Hong Kong Shue Yan University is committed to producing informed and skilled graduates. Our constant concern for our graduates' employability has already led us to become a self-financing liberal arts university with a focus on offering professional and vocationally-oriented degree programmes. Funded by the QESS for its setup, the major roles of the HKSYU Industrial Attachment Office are:

- To upgrade the provisions of industrial attachment courses with effective administrative support to all academic departments;
- To maintain effective collaboration with industries, employers, professional bodies and governmental and non-governmental organizations for enhancing workplace-integrated learning;
- To source quality industrial attachments for placements, internships, research practicums, service learning, enterprise learning, workplace training and related opportunities;
- To provide comprehensive pre-attachment support for all HKSYU students and a rigorous post-attachment evaluation mechanism to ensure programme sustainability.

Administrative Officer

Responsibilities

- To provide administrative and secretarial support to ensure a smooth operation of the Industrial Attachment Office;
- To support the work of the Director and Associate Directors of Industrial Attachment;
- To supervise the work of the Project Officers;
- To liaise with departments and units within and outside the University;
- To develop and maintain the webpage of the Industrial Attachment Office;

- To prepare working files/records, budget plans, progress reports and other working documents;
- To plan and coordinate meetings and events for the Industrial Attachment Office;
- To perform any other duties as assigned by the Director of Industrial Attachment.

Requirements

- A good honours degree with at least 6-10 years of experience in administrative jobs preferably in higher education institutions;
- Good command of written and spoken English and Chinese;
- Excellent organization and interpersonal skills;
- Ability to work independently and efficiently;
- A good team player with the capacity to handle multi-tasks and be attentive to details;
- Good computer literacy and webpage management skills.

Appointments will be made on the basis of a two-year 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 and resume to the Director of Industrial Attachment via htlam@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.

Deadline

September 15, 2018

Project Officer (External Partnerships) [2 positions]

Responsibilities

- To build up partnerships with various external agencies for industrial attachments from the 4 strategic areas: 1) arts and culture, 2) business and social enterprises; 3) research and education, and 4) social and community services;
- To arrange company visits and meetings with employers for sourcing more industrial attachment opportunities;
- To facilitate effective communication and close collaboration with external agencies on matters relating to industrial attachment;
- To maintain effective collaboration with industrial coordinators of different academic departments
- To launch publicity activities and campaigns for potential industrial attachment providers;
- To perform any other duties as assigned by the Director of Industrial Attachment and the Administrative Officer.

Requirements

- A good honours degree with at least 4-5 years of experience in student affairs for career and internship service in higher education institutions;
- Good command of written and spoken English and Chinese;
- Excellent organization and interpersonal skills;
- Pleasant with good presentation skills;
- Ability to work independently and efficiently;
- A good team player with the capacity to handle multi-tasks and be attentive to details.

Applicants should send a completed application form and resume to the Director of Industrial Attachment via htlam@hksyu.edu. Application form can be obtained at:

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

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September 15, 2018

Project Officer (Pre-Attachment Support)**Major Responsibilities**

- Develop training materials and conduct training workshops, mock interviews and CV clinic services for students;
- Coordinate sharing sessions and forums, and other career-focused activities;
- Liaise with academic departments for pre-attachment supports;
- Identify the needs of students, provide students advice and consultation services on industrial attachment, career preparation and job matching;
- Manage the provisions of online resources and services for students in relation to industrial attachments;
- Conduct the publicity activities in relation to the industrial attachments
- Execute and implement details of the project;
- Support university-wide functions and perform other duties as assigned.

Requirements

- Degree holder with at least 2 years of experience in providing training, preferably in education sector;
- Excellent administrative & computer skills;
- Self-driven and people-oriented;
- Well organized, diligent, initiative and strong sense of responsibility;
- Good interpersonal, communication and presentation skills;
- Fluency in English and Cantonese is a must while proficiency in Putonghua is an advantage;
- Knowledge of using design-related applications (Adobe Photoshop, Adobe Illustrator) will be considered as an advantage;

- Interests to work for a growing university and administrative support system, and a passion to work with/for students.

Appointments will be made on the basis of a two-year 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 and resume to Associate Vice President (Student Affairs), Office of 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

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Deadline

September 15, 2018

Project Officer (Post-Attachment Evaluations and Research)

Responsibilities:

- To perform the regular collection of comments from employers, the student feedback surveys, and the focus group interviews with ex-attachment students.
- To assist the data analysis of the survey results and the content analysis of the comments from employers and focus group interview results;
- To facilitate the implementation the pre- and post- competitiveness measurements by BEPP Youth Competitiveness Indicators Model and the preparation of the assessment reports from the measurements;
- To conduct other data collations, evaluation tasks and research activities for supporting the formulation of strategic development plan.

Requirements:

- A good honours degree with at least 4-5 years of working experience,

preferably in higher education institutions;

- Good command of written and spoken English and Chinese;
- Good organization, interpersonal skills and analytical abilities;
- Excellent administrative & computer skills;
- Ability to work independently and efficiently;
- A good team player with the capacity to handle multi-tasks and be attentive to details;
- Experience of conducting qualitative research will be considered as an advantage.

Applicants should send a completed application form and resume to the Director of Business, Economic and Public Policy Research Centre via sklee_bep@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 exercise.

Deadline

September 15, 2018