

Established since 1971, Hong Kong Shue Yan University as a leading self-financing university in Hong Kong, is committed to producing informed and skilled graduates for the community. The University is now seeking for high calibre candidates to fill the position below:

Senior Administrative Officer

The major role and responsibility of the Senior Administrative Officer is to provide administrative and secretarial support for the Office of Associate Vice-President (University Administration) including the International Unit.

Job Description:

- Assist the Associate Vice-President (University Administration) to formulate strategic initiatives to facilitate University administration;
- Prepare working files/records, budget plans, KPI reports and other working documents for the Office of Associate Vice-President (University Administration);
- Support the work of the Head of International Unit for advancing global engagement and international programmes;
- Facilitate effective communication and close collaboration with overseas universities and institutions on matters relating to student exchanges;
- Plan and coordinate projects, meetings and events;
- Handle daily communications and operations;
- Other duties as assigned by the Associate Vice-President (University Administration).

Requirements:

Applicants should have:

- An accredited honour's degree with work experience in administration for 10 years and above preferably gained from higher education institutions;
- Good project management skills, able to handle different parties and coordinate under tight timeline;
- Strong interpersonal skills and be able to work well with different levels of stakeholders and external agencies;
- Self-motivated showing strong sense of ownership and be able to work under pressure;
- A good team player with the capacity to handle multi-tasks and be attentive to details;
- Excellent organization and time management skills;
- Ability to work independently and efficiently;
- Good command of written and spoken English and Chinese;

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 (University Administration) (via [syitseung@hksyu.edu](mailto:sytseung@hksyu.edu)). Application form can be obtained at:

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

Deadline

30 July, 2021