

HONG KONG SHUE YAN UNIVERSITY

Vacancy: Administrative Assistant (Student Activities, Office of Student Affairs)

1. Campus life and student activities planning
2. Supervise student committees in organizing / coordinating events and activities
3. Assist in providing administrative services to Office of Student Affairs
4. Support University-wide functions and be responsible for specific tasks assigned by the supervisor.

Requirements:

- Bachelor's degree or equivalent;
- A minimum of 2 years working experience in youth or student services;
- Experiences in organizing events and activities;
- Not only can work independently on specific tasks, but is also a team player with good interpersonal skills and people-oriented compassion;
- Mature and initiative in handling different tasks;
- Knowledge in design and publishing preferred.

Applicants should send a completed application form and resume to the Associate Vice President (Student Affairs), Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill Road, North Point, H.K. 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.