

HONG KONG SHUE YAN UNIVERSITY

Vacancy: Administrative Assistant (Career Services Section, Office of Student Affairs)

Major Responsibilities:

- Promote career services to students and employers
- Assist in the planning and implementation of career-related activities (e.g. workshops, talks, career fairs, mentorship programme, etc.)
- Design the promotional materials for career-related activities
- Assist in managing the career services website
- Process the data of graduate employment survey
- Maintain operation of the career resources corner
- Handle enquiries from students and employers
- Support university-wide functions and perform other duties as assigned

Requirements:

- Excellent administrative & computer skills
- Self-driven and people-oriented
- Well organized, diligent, initiative and willing to learn
- Good interpersonal, communication and presentation skills
- Good command of spoken and written in English and Chinese (including Mandarin)
- Experience in promoting, designing and organizing events for corporations or public is preferred
- Knowledge of using SPSS, Adobe Photoshop, Adobe Illustrator will be considered as an advantage

Applicants should send a completed application form, resume and Cover Letter 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 or via email at plip@hksyu.edu.

Application form can be obtained at:

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

Closing Date: Until the post is filled

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.