

Hong Kong Shue Yan University

Vacancy: **Physical Education Assistant**

Responsibilities:

- Provide general support to the daily work, routine operation, projects and activities at Physical Education Section under the Office of Student Affairs;
- Handle related administration and logistics of internal and external sports activities including training, competition and venue setting;
- Assist in the management of sports teams;
- Support university – wide functions and perform other duties as assigned.

Requirements:

- Applicants should have a recognized degree with some administrative experiences (Sports related programme preferable);
- Proficient in written and spoken English and Chinese;
- Good communication, interpersonal and organizational skills, as well as the ability to work independently are required;
- Good computer skills, preferable with knowledge of design-related applications;
- Able to work on weekends.

Applicants should send a completed application form, resume and Cover Letter to Associate Vice President (Student Affairs), Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, H.K. Application form can be obtained at: <https://www.hksyu.edu/en/about/career/>

Please indicate: **“Application for PE Assistant”** on the cover

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: **26 February 2021**