

HONG KONG SHUE YAN UNIVERSITY

Position: Administrative Assistant, Research Office

Responsibilities

- To provide administrative and secretarial support to the Research Office;
- To liaise with academic and administrative departments of the University as well as Research Grants Council;
- To coordinate meetings and run workshops;
- To perform any other duties as assigned;

Requirements

- A good honours degree with at least 2-4 years of administrative experience in tertiary institutions;
- Good command of written and spoken English and Chinese;
- Possess initiative in handling different tasks;
- Be able to work independently;
- A team player with good interpersonal and communication skills;
- Experience in conducting academic research and proposal writing is an advantage;
- Knowledge in basic webpage management skills and design preferred

Applicants should send a completed application form and resume to the Director of University Research (via email: reg_recruit@hksyu.edu). Application form can be obtained at: <https://www.hksyu.edu/download/Application%20Form%20for%20non-Academic%20Positions.doc>

Review of applications will start as soon as possible and continue until the posts are filled. Applicants with more experience may be considered for the post of Administrative Officer.

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.