

**HONG KONG SHUE YAN UNIVERSITY**  
**Research Office**

**Position: Full-time Administrative Officer/Senior Administrative Officer**

*Applicants should possess*

- (i) a Bachelor's degree with at least 2 year working experience, preferably in the education sector;
- (ii) good command of both written and spoken English and Chinese;
- (iii) a strong sense of responsibility;
- (iv) good organizational skills, communication skills, interpersonal skills and analytical abilities;
- (v) good computer skills, preferably with knowledge in design-related applications and website maintenance.

*The appointee is responsible:*

1. To provide administrative and secretarial support to the Research Office;
2. To liaise with academic and administrative departments of the University as well as Research Grants Council and other external grant providers to support grant applications;
3. To coordinate meetings and run workshops;
4. To perform any other duties as assigned by the Associate Academic Vice President of University Research;
5. To provide assistance on University functions as required (e.g. graduation ceremony, celebration events, student recruitment, etc)

Applicants should send a completed application form, together with a cover letter and a curriculum vitae (CV) with expected salary to the Assistant Vice President (Registry) at [reg\\_recruit@hksyu.edu](mailto:reg_recruit@hksyu.edu).

Application form can be downloaded at  
<https://www.hksyu.edu/download/Application%20Form%20for%20non-Academic%20Positions.doc>

**Closing Date: until the post is filled.**