

Established since 1971, Hong Kong Shue Yan University as a leading self-financing university in Hong Kong, is committed to pursuing the highest standards of academic excellence and producing informed and skilled graduates for the community. The University is now seeking for high calibre candidates to fill the positions below:

Head of International Unit

The major role and responsibility of the Head of International Unit is to promote the global prospect of HKSYU students and the internationalisation on campus with overseas exchange students.

Job Description:

- Assist the Associate Vice-President (University Administration) to formulate strategic initiatives to develop global engagements with various international programmes for outbound and inbound exchange students;
- Advance and maintain effective partnerships with overseas universities and institutions to build and grow the regional and international programmes of HKSYU
- Formulate and implement strategic plans for overseas exchange student recruitment activities and coordinate various types of international programmes;
- Manage and facilitate all matters related to the operation of international programmes focused on the financial, operational, and administrative aspects;
- Provide off-site support service for outbound students where required;
- Ensure excellence in-house support services for inbound student where required;
- Other duties as assigned by the Associate Vice-President (University Administration).

Requirements:

Applicants should have:

- A good honours degree or above with previous international experience or relevant exposure;
- Solid relevant experience in advancing, designing, implementing and monitoring international programmes or related works;
- A good knowledge of education market/industry in the international markets;
- Innovative, clear vision and possess strategic thinking and effective organization skills in initiating and supervising plans to ensure high-quality outputs under tight deadlines;

- Highly committed to deliver quality services and prompt support for outbound and inbound exchange students under demanding schedules;
- Good managerial and communication skills, including the ability to network and engage various stakeholders at different level including senior management, governance committees and academic departments, etc.;
- Excellent written and communication skills in both Chinese and English.
- Willing to travel internationally for exploring, developing and maintaining partnership with overseas universities and institutions.

Terms and Conditions

The appointment will be based on a two-year contract, with a possibility of renewal, subject to mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Applicants should send a completed application form and resume to Cecilia Lee (wslee@hksyu.edu). Application form can be obtained at: http://www.hksyu.edu/Info/current_vacancies.html#administrative

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.

Application deadline:

July 31, 2020

Administrative Officer/ Senior Administrative Assistant (International Unit)

The major role and responsibility of the Administrative Officer/ Senior Administrative Assistant is to provide overall administrative and secretarial support for the International Unit, HKSJU.

Job Description:

- Support the work of the Head of International Unit for advancing global engagement and international programmes;
- Prepare agreements/contract for collaborations, working files/records, budget plans, progress reports and other working documents;
- Facilitate effective communication and close collaboration with overseas universities and institutions on matters relating to student exchanges;
- Plan and coordinate meetings, events and activities for International Unit;
- Minutes taking for various departmental / committee meetings;
- Provide support on general enquiries and other exchange student matters;
- Ensure effective communications and smooth operations of the International Unit;

- Develop and maintain the webpage of the International Unit;
- Other duties as assigned by the Head of International Unit.

Requirements:

Applicants should have:

- A good honours degree with at least 4-6 years of experience in administrative operation preferably in higher education institutions;
- Good command of written and spoken English and Chinese;
- Excellent organization and interpersonal skills;
- A pleasant personality with good presentation skills;
- Ability to work independently and efficiently;
- A good team player with the capacity to handle multi-tasks and be attentive to details;
- Good computer literacy and webpage management;
- Having previous international experience or relevant exposure will be an advantage.

Terms and Conditions

The appointment will be based on a two-year contract, with a possibility of renewal, subject to mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Applicants should send a completed application form and resume to Cecilia Lee (wslee@hksyu.edu). Application form can be obtained at: http://www.hksyu.edu/Info/current_vacancies.html#administrative

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.

Application deadline:

July 31, 2020