Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Admissions Office (ADO):

**Admissions Office - Officer (Ref. Code: ADO-B2)**

**Responsibilities:**

The selected candidate will work with the Admissions team in the promotion of the university’s programmes to prospective applicants in Macao and elsewhere. The job entails regular communication with prospective applicants, school representatives, parents and colleagues at the university as well as clerical tasks (e.g. processing applications, data analysis, reports) and the organization and participation in events (e.g. Education Fairs; Open Day, etc.). The duties and responsibilities include, but are not limited to, the following:

1. Represent the university and promote its programmes through multiple channels, including school visits, education fairs, events and others, being the first point of contact for prospective students
2. Provide information about educational opportunities, as well as assistance on applications, in person and through telephone or email to prospective students, parents, teachers, counsellors and others in a timely and professional manner
3. Maintain and continuously develop relations with high schools, associations and other partners
4. Process applications for specific programmes as assigned by the Head of Department, in close liaison with other academic and administrative departments, ensuring the proper procedures are followed
5. Contribute to the office’s development by proactive identifying improvement opportunities in terms of existing processes or ways to increase the university’s exposure and recruitment opportunities
6. Assist the Head of Department in the preparation of reports, data analysis, promotional materials or in other clerical tasks, as required
7. Other related duties, as requested

**Requirements:**

1. Bachelor-degree holder
2. At least 3 years of working experience, ideally in a related field
3. Pleasant personality with strong cross-cultural, interpersonal and communication skills
4. Responsible and proactive
5. Proficient in common IT software
6. Fluent in English and Chinese. Knowledge of Portuguese preferred
7. Ability to work effectively independently and as part of a team
8. Willingness for occasional traveling

For application:

- Email a motivation letter, CV and the relevant Diplomas as attachments to jobs@usj.edu.mo, addressed to:

  The HR & Recruitment Office
  University of Saint Joseph
  Rua de Londres 16
  Macau, CHINA

- State expected salary and the Ref. Code of the applied position in the motivation letter.
- All submitted documents will not be returned. Personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.