



Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Office for International Relations and Regional Cooperation (OIR):

Administrative Officer (Ref. Code: OIR-B233)

Responsibilities include, but are not limited to:

1. Prepare the logistics relevant to Exchange programmes and in & out bound of students;
2. Screen incoming correspondences to the OIR, disseminate to different departments for information/follow up accordingly;
3. Assist in designing materials for promotion of the OIR activities;
4. Liaise with the Public Relation Office to upload updated/endorsed documents to the OIR column of the University website and have them archived properly;
5. Manage the media channels of the OIR to ensure they are up-to-date;
6. Assist in the coordination of University events;
7. Handle logistics for USJ international visits (in & out);
8. Assist with necessary research work through our International membership affiliations and partner institutions website to collect the most accurate information on the programmes of interest for USJ students (exchange & summer programmes) for promotion purpose in USJ;
9. Act as a contact point for prospective international exchange students and USJ students going on exchange programmes abroad.

Requirements:

1. Bachelor's Degree in relevant discipline;
2. Good PC knowledge including MS Office applications; knowledge in AI, Adobe, Photoshop, video editing, graphic design and InDesign software is an advantage;
3. Knowledge in the use of Internet tools and web communications;
4. Proficiency in written and spoken English and Chinese (Putonghua), proficiency in Portuguese is an advantage;
5. Two years of relevant experience is an advantage;
6. Good organization and communication skills;
7. Trustworthy, patient with good interpersonal skills;
8. Systematic and attentive to the work details;
9. Able to work independently, bringing good initiatives to the Office;
10. Macau ID holder.

For application:

- Applicants should visit <http://www.usj.edu.mo/en/about/careers-at-usj/> for more details, and submit their applications online.
- All documents and 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.