



聖若瑟大學
UNIVERSITY OF SAINT JOSEPH

Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Academic Affairs Office (AAO):

Administrative Assistant/Officer (Ref. No.: AAO-B236)

Responsibilities include, but are not limited to:

1. Compile statistical information and draft reports:
 - a. Compile the key statistical information of the University, namely regarding the number and status of students, faculty as well as any other information required by external entities and draft the required reports;
 - b. Centralize and ensure accuracy of any information provided to key external entities, namely the Government's Tertiary Education Services Office.
2. Liaise with Deans and Coordinators on new curricular initiatives; liaise with governmental departments to get new programmes or the revision of existing programmes approved;
3. Assist in other key processes at the Office, including scheduling, classroom booking and others, as required;
4. Develop initiatives to standardize and automatize processes, particularly in what regards academic planning;
5. Participate in ad-hoc projects, and contribute to the University's overall strategic planning and budget development, when required.

Requirements:

1. Bachelor degree holder;
2. At least 1 year administrative work experience;
3. Fluency in both Chinese and English;
4. Good PC knowledge including MS Office applications;
5. Good interpersonal skill;
6. Able to work independently;
7. 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.