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 Records Office (ARO):

Officer/Senior Officer (Ref. Code: ARO-B137)

Responsibilities include, but are not limited to:

1. Assist in the development and implementation of the overall policies, goals, and objectives of the University;
2. Assist in organizing the student matriculation process and allocating/planning the resources required to facilitate the matriculation process;
3. Liaise with academic staff to facilitate and lead the processes supporting the accreditation of prior certificated and experiential learning;
4. Monitor and process changes to the student record requested by faculty and staff;
5. Liaise with government departments regarding the student status issues;
6. Assist in academic planning, programming and scheduling processes;
7. Assist in preparation of the annual student statistical reports and other ad-hoc projects;
8. Provide academic information to students, faculties and staff;
9. Perform other related duties as required.

Requirements:

1. Macau ID card holder
2. Bachelor degree required;
3. At least 3 years of administrative work experience;
4. Organized and detail-oriented;
5. Strong interpersonal skills, able to work well with personnel at various levels internally and externally;
6. Resourceful and pro-active;
7. Good computer skills, particularly with MS Excel and MS word;
8. Proficient in spoken and written English and Chinese.

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.