



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 Admissions Office (ADO):

### **Senior Officer (Ref. Code: ADO-B146)**

#### **Responsibilities include, but are not limited to:**

1. Assist the Head of Admissions Office in coordinating day to day operations, refining and implementing the admissions system;
2. Liaise with different administrative and academic units in students' recruitment and admissions effort;
3. Organize students' recruitment events including visits, road shows, attending local and overseas education fair and other networking event with stakeholders;
4. Keep up to date contact list and maintain good relationship with all stakeholders related to the university's students' recruitment effort, including schools, relevant government officials, service suppliers, international recruitment agencies, etc.;
5. Provide personalized customer service to prospective students in person, via telephone, email or other communication channel;
6. Execute and pro-actively suggest ideas for student recruitment activities;
7. Represent the university in attending events organized by local and overseas stakeholders when needed;
8. Other duties as instructed by the Head of Office.

#### **Requirements:**

1. At least 4 years working experience (for Officer), or 6 years working experience with at least 2 years at supervisory level (for Senior Officer) in providing customer service;
2. Bachelor degree holder (Master degree is an advantage), preferably in Communication, Marketing, Events Management or English Studies;
3. Flexible with a positive attitude towards problem solving and dealing with ambiguous situation;
4. Able to work under pressure facing both internal and external clients;
5. Excellent communication, inter-personal and presentation skills;
6. Fluent in English, Cantonese and Mandarin;
7. Proficient in MS Office, added advantage with knowledge in Adobe Illustrator, Photoshop and Wordpress;
8. Macao 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.