



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 Student Recruitment Office (SRO):

Head of Student Recruitment Office (Ref. No.: USJ19SRO-004)

Responsibilities include, but are not limited to:

1. Be accountable for the planning, organization and implementation of University's local and international promotional activities and marketing research for student recruitment (such as benchmarking research, advertisements, local/non-local education fairs, Open Day, school visits, production of promotional materials, network gatherings etc.);
2. Ensure effective management of the team and involved work;
3. Liaise and collaborate with internal academic, administrative units and external parties/stakeholders;
4. Is expected to review, analyze and report on the University's student recruitment strategy and the effectiveness of conducted activities and expense;
5. Other duties as instructed by the University.

Requirements:

1. Bachelor degree (or above) in Marketing, Communication, Business Administration, Public Administration, International Relations or related field (Master degree holder is an advantage);
2. At least 5 years of working experience with experience at supervisory level in the area related to education, promotion, marketing, public relation, recruitment or customer service;
3. Familiarity with Asian and/or Portuguese Speaking Countries' educational systems is preferred;
4. Must have excellent communication, inter-personal and presentation skills;
5. Be able to manage multi-tasks and work under pressure facing both external and internal clients;
6. Flexible with a positive attitude towards problem solving and dealing with ambiguous situation;
7. Fluency in both spoken and written English and Chinese (knowledge of Portuguese or another third language is an advantage);
8. 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.