



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 Faculty of Social Sciences and Education (FSSE):

### Assistant Professor (Ref. No.: FSSE-AP42)

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

1. Promote and support the faculty's objectives centered on excellence in teaching and learning through high-quality curriculum planning, instruction, and service;
2. Assess, evaluate students' coursework and provide clear feedback on academic performance;
3. Mentor and advise students on academic and career issues;
4. Participate in department meetings, scientific council meetings, committees, and task forces;
5. Supervise undergraduate and graduate internships and research work;
6. Conduct research and publish findings in journals, books or conference proceedings;
7. Participate in research seminars, conferences or symposiums;
8. Write research proposals, seek funds for research and collaborate with colleagues on research projects;
9. Assist with student recruitment and selection, assist with program reviews and revisions;
10. Develop or improve program handbooks, forms, documents, and print materials;
11. Participate in program activities and community events;
12. Maintain regular office hours to advise and assist students.

#### Requirements:

1. PhD in Education (Specialization in school management, school leadership, Information and Communications Technology);
2. More than 3 years of experience in teaching undergraduate and postgraduate courses in higher education and good research track record;
3. Publication in peer-reviewed journals;
4. Commitment to active engagement with students and colleagues;
5. Willing to work on a flexible schedule;
6. Ability to work well with students, faculty and staff within diverse, multi-cultural environment;
7. Ability to teach across ICT related areas such as database software, and technology-enhanced tools for teaching and learning;
8. Proficient computer skills;
9. Proficient in English and Chinese;
10. Macao ID holder preferable.

Salary and benefits will be commensurable with the qualifications and experience of candidates.

#### 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.

**Preferred Availability: 1st of September 2021**