



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 Communication and Public Relations Office (CPRO):

Officer (Ref. Code: USJ21CPRO-002)

Responsibilities include, but are not limited to:

1. Support international student recruitment strategic planning and content design with Student Recruitment Affairs Team of the Office;
2. Liaise with Faculties and Department Heads to foster and promote internationalisation initiatives;
3. Submit reports, budget recommendations and programming advice on internationalisation projects to Head of Office;
4. Gather relevant information and updates on international higher education news and affiliations' news;
5. Maintain open communication with international exchange students, their home institutions, and students' guardians as necessary and when issues arise;
6. Update information and create content on procedures for international (Incoming/Outgoing) exchange students;
7. Attend and participate in initiatives related to internationalisation organised by international and regional affiliations, as well as institutional partners;
8. Manage, review, prepare and keep track on MOU and agreements renewal, memberships, alliances, and formal partnerships on existing agreements, data base, mailing lists, etc.;
9. Prepare news pieces, press releases in English and Portuguese on internationalisation initiatives;
10. Provide support in Office tasks (events, campus tours, and written content in Portuguese);
11. Work closely with other team members and Offices in institutional projects/ activities.

Requirements:

1. Bachelor Degree holder with strong verbal and written skills in Portuguese and English (other language/Chinese is an advantage);
2. At least 2 years of work experience (preferably in either communication/ international affairs/ education institution or organizations);
3. Excellent organizational skills with comfort collaborating in dynamic environment;
4. Comfort relating with people across wide range of social settings (from government dignitaries to high school students);
5. Ability to collaborate and work with international organizations and in a multi-cultural environment;
6. Willingness to learn, develop and improvise;
7. Availability to travel;
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.