



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 Institutional Development Office (IDO):

Manager - Institutional Development Office (Ref. Code: USJ21IDO-006)

Responsibilities include, but are not limited to:

1. Provide support on developing strategic plans in regard to the objective of the University and the Office;
2. Assist in the planning and implementation of the University's Mainland initiatives;
3. Promote and coordinate with relevant faculties and institutes on the recruitment of mainland students and joint degree programs;
4. Work closely and collaboratively with Office for Student and Alumni Affairs to provide student services for mainland students;
5. Coordinate with International Affairs Team on events/activities/visits related to the mainland;
6. Maintain and expand sustain good relations with partner institutions in the mainland;
7. Support any of the education, Research & Development and staff/student exchange initiatives with the mainland;
8. Perform other duties as required by the Line Manager.

Requirements:

1. A Bachelor's degree, preferably a Master's degree;
2. At least 5 years administrative experiences in higher academic institutions in Macau, and preferably 3 years in a managerial role;
3. Proven knowledge of higher academic institutions in the mainland;
4. Strong communication, interpersonal and coordination skills;
5. Able to partner and collaborate effectively with a diverse group of colleagues, faculty and academic leaders;
6. Able to develop sustainable networks and relationships with partner institutions or other external entities in the mainland;
7. Proficiency in Chinese reading and writing, and good command of spoken and written English;
8. Macao ID card holder preferable.

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.