



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 Office for Student and Alumni Affairs (OSAA):

Officer – Office for Student and Alumni Affairs (Ref. No.: USJ23OSAA-011)

Responsibilities include, but are not limited to:

1. Report to the Head of Office for Student and Alumni Affairs and perform operational and professional assignments, mainly in planning and development of student and alumni activities;
2. Establish and maintain effective and cooperative relationships with students, alumni, faculty, and the general public;
3. Plan and implement programmes related to scholarships and financial aids, and provide administrative and secretarial support for internal committees;
4. Provide support to non-local students for their adaptation and development;
5. Cultivate student groups and provide support on their formation and operation;
6. Fulfil other duties as assigned by the Head of Office;
7. Work outside office hours occasionally and travel abroad if necessary.

Requirements:

1. Bachelor degree (or above) with a major in business administration, education, social work concern or related field, or other majors with related work experience;
2. At least 3 years of work experience in student development, event management or coordinating activities;
3. Experience in working with student organizations with multicultural background is a plus;
4. Good command of both written and spoken English and Chinese; fluency in Putonghua is a plus;
5. Effective organizational and management skills, strong interpersonal skills and self-motivation, as well as interest in student development;
6. Available to travel;
7. 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.