



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 Academic Affairs Office (AAO):

Officer / Senior Officer - Academic Affairs Office (Ref. No.: USJ24AAO-003)

Responsibilities include, but are not limited to:

1. Maintain all forms of confidential, sensitive and personal information in a manner that ensures its privacy and safety;
2. Assist in admissions and matriculation process;
3. Provide customer service and handle inquiries from students and applicants with correct information, procedures and regulations;
4. Manage student records, matters related and defence for graduate students;
5. Perform other duties as assigned.

Requirements:

1. Bachelor degree or above;
2. At least 5 years of administrative work experience;
3. Proficiency in both spoken and written Cantonese, Mandarin and English;
4. Good knowledge of local Higher Education (HE) Institutions and understanding of the sector in Mainland China;
5. Good PC knowledge including MS Office applications;
6. Ability to manage multi-tasks and to work independently;
7. Good problem-solving skills;
8. Excellent communication skills and good Interpersonal skills;
9. Positive working attitude;
10. Flexible work schedule, with availability to work from 13:00 to 22:00, and requires to work during normal working hours if necessary;
11. Macao ID holder.

Candidate with more experience will be given consideration for the position of Senior Officer.

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.