



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 - Academic Affairs Office (Ref. No.: USJ24AAO-005)

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 other key processes at the Office, including scheduling, classroom booking and other tasks as required;
3. Facilitate and lead the processes in supporting the accreditation of prior certificated and experiential learning;
4. Assist in academic planning, scheduling and managing classroom usage as required;
5. Assist Faculty in the preparation of the annual statistical reports and new curricular initiatives with Government Departments;
6. Assist in the development and implementation of the overall policies, goals, and objectives of the University;
7. Perform other duties as assigned by the Superiors.

Requirements:

1. Bachelor degree or above;
2. At least 3-5 years of administrative work experience;
3. Fluency in Cantonese, Mandarin and English;
4. Good PC knowledge including MS Office applications;
5. Ability to manage multi-tasks prioritize workload and work independently;
6. Good problem-solving skills and interpersonal skills with positive working attitude;
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.