



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 School of Education (SED):

Senior Officer - School of Education (Ref. No.: USJ24SED-007)

Responsibilities include, but are not limited to:

1. Handle inquiries, deliver accurate information and assistance to callers;
2. Act as the primary point of contact for local schools, facilitate effective communication and collaboration;
3. Liaise with USJ internal offices to ensure the quality and smooth operation of the Centres' activities;
4. Coordinate with training course facilitators to schedule sessions, ensure resource availability, and address any logistical issues;
5. Provide administrative support for the preparation and documentation of training programs and projects;
6. Monitor the progress of training courses and ensure the smooth running of each program;
7. Support the promotion of activities and dissemination of publications and teaching resources;
8. Maintain a network with affiliated academics and educational organizations;
9. Assist with data collection, entry, analysis, and report writing to support research projects and training program evaluations;
10. Support the sales and logistical arrangements for distributing publications and teaching resources;
11. Perform other duties as assigned by the Dean.

Requirements:

1. Bachelor's degree or above, preferably in the field related to Education, Administration and Management;
2. At least 3 years of relevant working experience;
3. Proven experience in an administrative role, preferably within an academic setting;
4. Proficient in the Microsoft Office Suite, including applications such as Word, Excel, and PowerPoint, and familiar with data management;
5. Excellent communication, organizational and time-management skills;
6. Proficient in spoken and written English and Chinese, knowledge of Portuguese is preferable;
7. Attention to detail and maintain a high level of accuracy in work;
8. Able to work independently and as part of a team;
9. Demonstrate a professional demeanor when handling sensitive information with discretion;
10. Willing to work on flexible schedule;
11. Macao ID card 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.