



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 International Affairs Office (IAO):

Officer/ Senior Officer - International Affairs Office (Ref. No.: USJ24IAO-012)

Responsibilities include, but are not limited to:

1. Collaborate with Faculties and Department Heads to foster and promote internationalisation initiatives;
2. Support the internationalisation recruitment strategic planning and content design with University units;
3. Work with other units to strengthen partnerships with related organizations by fostering networking and community outreach;
4. Manage the Internationalisation section of the University website, assist with content selection for the global section of the University newsletter, and maintain office processes and systems;
5. Manage the content of institutional alliances, and strategic partnerships, including editing, documenting and updating new pieces;
6. Prepare reports and briefing materials related to internationalisation initiatives;
7. Support office tasks and provide logistical and administrative support by conducting research and fact-checking in the field of international affairs;
8. Maintain open communication with exchange partners and prospective partners;
9. Participate in internationalisation initiatives organised by international and regional affiliations, as well as institutional partners;
10. Participate in cooperative and developmental projects by the Macao SAR Government;
11. Assist with the initiatives and programmes to promote student diversity at the campus;
12. Support and participate in the exchange activities (incoming/outgoing).

Requirements:

1. Bachelor Degree holder;
2. At least 3 years of working experience, preferably in either communication/ international affairs/ education institutions or organizations;
3. Strong verbal and written skills in English and Portuguese (Chinese is an advantage);
4. Excellent organizational skills with comfort collaborating in dynamic environment;
5. Comfort relating with people across a wide range of social settings (from local and international government dignitaries to high school students);
6. Able to collaborate with international organizations and work in a multicultural environment;
7. Demonstrate initiative, independence, and strong problem-solving skills, along with good time management and flexibility;
8. Available to travel;
9. 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.