

Hong Kong Shue Yan University
Recruitment of Part-time Student Assistant
(Student Activities Section, OSA)

The Office of Student Affairs (“OSA”) is now recruiting Part-time Student Assistant to provide operational support to the Office on campus activities and student services.

Supervised by team members of the Student Activities Section, the responsibilities of student helpers are to provide support to the division in following areas:

- Perform counter duties;
- Provide administrative and logistical support for the organization of student programs and activities;
- Assist in data collection, entries and analysis;
- Design and develop publicity materials such as brochures, posters and leaflets;
- Be the first level contact and engagement with service providers for the section;
- Support school events including but not limited to:
(Graduation Ceremony, Athletic Meet and other University Ceremonies)

Requirements:

- Undergraduate year 2 to 4 student in AY2026-2027
- Interests to work for the student activities in the University
- A good command of spoken and written English and Chinese
- Good knowledge in using computer software such as MS Office, Graphic Design softwares and knowledge in using SPSS would be a definite advantage
- A positive working attitude towards servicing students of the university and like to work in a team
- Enthusiastic, creative and resourceful with a strong sense of responsibility
- Ability to prioritize between work and studies and be prepared to devote around 16 hours in working for the division on a weekly basis

The remuneration of the positions will be based on hourly rate offered by the Department.

Please send resumes to Mr. Kenneth Leung at osa_activities@hksyu.edu with the subject line "Application for Student Assistant (Student Activities Section, OSA)" by 11th September 2026. All suitable candidates will be contacted in September 2026 for an interview.

For enquiry, please contact Mr. Kenneth Leung at 2806-7313 or via the above email.