



伯特利神學院

Bethel Bible Seminary

Bethel Bible Seminary (伯特利神學院) is now looking for suitable candidates to join us.

Academic Administrator 教務處行政主任

Responsibilities:

- 1) Assists the associate dean in overseeing and implementing academic affairs
- 2) Provides academic assistance to the guest teaching staff
- 3) Organizes orientations for new students and faculties.
- 4) Provides evaluations and other reports as requested
- 5) Prepares a variety of reports, letters, and other communications as requested by faculties and/or teaching staff
- 6) Schedules and coordinates logistics for meetings and group events

Requirements:

- 1) University graduate or above, degree in academic related field preferred.
- 2) Excellent in written and spoken English and Chinese
- 3) Demonstrated superior interpersonal and communication skills
- 4) Have a serving heart and interested in theological education
- 5) Ability to manage multiple demands and projects simultaneously, attention to details and strong organizational skills
- 6) Computer proficiency in using word processors and Microsoft programs
- 7) Ability to maintain confidentiality, integrity and discretion in dealing with sensitive data
- 8) Relevant working experience or involvement in education preferred.

Benefits:

- 1) Salary: negotiable
- 2) 5-day work week
- 3) Medical schemes
- 4) Annual leave starting from 12 – 18 days per year

If you are interested in applying for this position, please send your CV to recruit@bethelhk.org with details of your experience, availability and salary expectation. Personal data collected will be used for recruitment purpose only.