

Responsibilities:

- Providing project management support to the leadership team in planning external and internal events for students.
- Advises students from student organizations on club operations including finances, communications and internal technological systems.
- Independently manages all planning, logistics and catering for office-sponsored activities, such as study breaks, student receptions, feedback sessions, networking events and other student-related programs.
- Participates in the planning and organization of new student orientation, Reorientation and graduation-related events, which are critical milestones in student life.
- Manages all aspects of the international student orientation.
- Assists students with questions, concerns and suggestions with an emphasis on customer service and student satisfaction.
- Represents the department of Student and Service Centre at selected campus-wide events as needed; other duties as assigned.
- Plan and organize student development programs in collaboration with other student support services.
- Performs other duties as assigned by the Manager of Student and Service Centre.
- Able to handle industry/job and university placement for students.

Requirements:

- Candidate must possess a Bachelor's Degree in any related field.
- With at least 2 years working experience.
- Require working in a fast-paced marketing, promotions or events planning position, preferably in higher education with a student population of different cultural backgrounds.
- Customer service background is a plus.
- Must be computer proficient, specifically in MS Word, Excel, PowerPoint, database management and the internet.
- Must have demonstrated organizational, interpersonal, communications and presentation skills and be flexible to work some evenings and weekends, especially during peak seasons in the academic calendar.
- Presentable and exhibit initiative, purpose, people skills and must be an excellent team player with a flexible approach to work.
- Must be able to manage multiple tasks simultaneously and need to be a self-starter requiring little supervision with good planning and organizational skills