

學務處兼任助理

Student Affairs & Ministry Office Part-time Assistant

條件要求 Requirements :

1. 誠實、正直、細心、負責 Honest, Impartial, Patient and Responsible Person.
2. 基本電腦文書處理 Able with the paperwork by computer (Word & Excel).
3. 謙虛且願意學習 Modest and Willing to Learn
4. 能夠配合上班時間者 Able with Office hours.
5. 每週至少 7.5 個小時 Minimum with 7.5 Working Hours a Week.

工作內容 Job Descriptions :

1. 於學務處櫃台協助前來之同學相關問題處理及應對

Helping the student who comes in to the office with questions.

2. 文件收發、登記統計、整理、建檔等文書工作 Dealing with Paperwork.

(宿舍、課間崇拜問卷調查表、學生假單、餐廳業務等)

3. 其他交辦事項 (如：場地整理、活動預備等)

Other job that been assigned. (ex : room cleaning, activity preparing)

有意願者可於每學期末洽詢學務處

Contact SAMO for more details every end of semester.

