



PHBS

Peking University
HSBC Business School

International Admission

Peking University HSBC Business School Description

Peking University HSBC Business School (PHBS) is located in Shenzhen (adjacent to Hong Kong), as part of Peking University Shenzhen Graduate School. PHBS is an internationally-focused, Chinese business school offering 3 master's degrees entirely in English. International students currently make up approximately 20% of the student body within these programs. Internationalization of the Shenzhen Graduate School is an active focus with PHBS leading the way.

Job Title: International Admission Officer

Peking University HSBC Business School is currently looking for a native-level English speaking staff member with proficient Chinese language skills to be an integral part of the International Office. International Office is responsible for the recruitment and enrollment of international students, management of incoming and outgoing exchange students and international partnerships, international alumni association support, and international student affairs and visa support.

Potential Work Responsibilities:

1. Manage the international student admission process, including online application, application materials, providing pre-arrival instructions and information
2. Participate in international student recruitment and enrollment
3. Participate in marketing efforts as necessary
4. Assist full-time international students with issues
5. Participate in the coordination of orientation for full-time international students
6. Keep, maintain and update records pertinent to international affairs and international student data as required
7. Manage and publish information on PHBS website, relevant to international affairs
8. Bilingual support & English editing and proofreading as needed
9. Other tasks related to the support of international affairs

Work Location: Shenzhen, Guangdong Province, China

Work Type: Full-time (Monday to Friday: 8:00-12:00 noon & 1:30-5:30pm), some weekends and evenings as required by government holidays and school events

Start Date: Position available to start immediately upon completion of visa procedures

Contract: 3 years with possibility to renew

Work Visa/Residence Permit: Materials necessary for work visa application are provided

Salary Range: 10,000-15,000RMB per month, certain nationalities are tax-free for a limited number of years

Qualifications, in order of importance:

Basic Requirements:

- Bachelor Degree
- Native-level English speaker
- Working proficiency in Mandarin Chinese

Preferred qualifications:

- Previous work and/or study experience in China
- 2 years of related work experience preferred
- Excellent cross-cultural communication skills and an interest in working in student services
- Ability to manage several projects simultaneously and prioritize tasks, while paying attention to detail.
- Demonstrated strong organizational and interpersonal skills, as well as excellent written/verbal communication skills including public speaking and business correspondence.
- Ability to proficiently use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and especially the ability to proficiently manage spreadsheets and organize data using Microsoft Excel.
- Ability to exercise good judgment, and problem-solving skills, and maintain the confidentiality of information gathered during the performance of assigned tasks

Extra Benefits Provided:

- Public Medical Insurance (Government Social Security Card)
- Additional Group Insurance Plan starting from the second year
- Holiday bonuses
- Free Commute Bus
- Opportunity to improve mandarin level rapidly due to Chinese language working environment

Interested candidates should submit the following at international@phbs.pku.edu.cn:

- Resume with photo
- Formal cover letter that outlines your qualifications and experience
- List of three professional references
- The subject of you application email should be “HEJ-Your Name-International Affair”

Application Deadline: Position is open until filled.