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DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1300 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications for the following position **commencing as soon as possible or as mutually agreed.**

STUDENT SERVICES ASSISTANT – PART-TIME

(Monday to Friday, flexible office hours of a maximum of 20 hours per week during office hours 7:30am to 4:30pm)

The successful candidate will play a key role in supporting the Student Services Team, with a primary focus on coordinating and enhancing after-school activities, organizing camps, and facilitating Discovery Week. This position will help to ensure that all programs run smoothly and effectively, providing a positive experience for students and staff members.

What is required

- Assist with clerical and administrative tasks related to the organisation of after-school activity programs, Discovery Week, and holiday camps under the guidance of the Operations and Programme Manager
- Support travel and transportation arrangements, visa requirements, and other related tasks.
- Perform data entry across various platforms, ensuring accurate and up-to-date information in databases
- Support teachers with administrative arrangements for internal and external fixtures, tournaments, and competitions
- Maintain and update Google Calendars related to assigned duties
- Conduct data analysis and create reports and lists
- Aid in procurement tasks
- Help manage uniform and catering matters
- Write and distribute emails, memos, letters, and forms
- Ad hoc duties as assigned

What we are looking for

- Secondary education is required; a degree is preferred
- Experience in a fast-paced work environment is essential, ideally within the transportation, logistics, or school environment
- High proficiency in spoken and written English and Cantonese; knowledge of German is a plus
- Proficiency with Office and Google Suite programmes
- Strong customer orientation and excellent communication skills
- Ability to work independently with a proactive problem-solving approach
- A collaborative team player experienced in multicultural environment

What we offer

GSIS offers benefits such as competitive salary, in-house cafeteria, and shuttle bus service. Staff bus transportation is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>) to the Director of Human Resources. Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only.

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GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all student at GSIS.