

Executive Assistant (Ref: 2100618)
Department of Asian and Policy Studies

The appointee will be responsible for a full range of administrative duties relating to the management of undergraduate and postgraduate academic programmes, student activities, marketing and promotion, and daily office administration related to staff and student needs. He/She will also provide support to committees/working groups/special projects, new academic programme development, review exercises, events and functions, etc. He/She will also be required to assist in programme reporting, compile operation procedures/manual/guidelines, and perform any other duties as assigned by the Head of Department.

Applicants should have a Bachelor's Degree, preferably with several years of post-qualification working experience in tertiary institutions. Candidates with experience in programme management and development in tertiary education sector and solid experience with digital technology and editing software packages (e.g. Avid Media Composer, Lightworks, Premiere, After Effects and Final Cut) are preferred. They should have an excellent command of both written and spoken English and Chinese (including Putonghua). Strong interpersonal, time management, problem-solving and organizational skills, good team leadership, attentive to details, highly self-motivated, and able to work under strict timelines are essential.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **24 December 2021**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.