

Executive Assistant (Ref: 2200294)
Faculty of Education and Human Development

The appointee will be responsible for providing administrative support to academic programme management, daily programme operation, programme promotion, field experience/internship and other academic activities; providing secretarial support to committees and meetings; writing reports and proposals; liaising with programme personnel, students and external bodies; carrying out general administrative duties such as arranging meetings/events/visits, data manipulation, systems work, office management and website maintenance; and performing any other duties as assigned by supervising officers. The initial appointment will be for a period of 24 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably with some relevant working experience. Applicants should also have good interpersonal and communication skills and high proficiency in both English and Chinese. He/she should also be literate in computer applications including MS Word, Excel, PowerPoint. Relevant experience in academic programme administration and placement arrangement is preferred.

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. **Review of applications will start from 20 April 2022, and will continue until the post is filled.** 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.

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

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