

Clerk (Ref: 2300300)
Faculty of Humanities

The appointee will be responsible for providing clerical and administrative support to programmes in the Faculty. He/she will provide logistical support to meetings and activities, assist the supervisors in programme administration, including but not limited to timetabling, admission, promotion of programmes, etc. and perform any other duties as assigned by the supervisors. The initial appointment will be for a period of 24 months with the possibility of renewal subject to mutual agreement.

Applicants should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language and Mathematics in the HKDSE; or Grade E (Level 2) or above in 5 subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent. They should be a good team player, attentive to details, self-motivated and familiar with computer applications including Microsoft Word, Excel and PowerPoint. They should also have strong organisational, communication and interpersonal skills. Applicants with work experience related to programme administration in tertiary institutions will be an advantage.

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 March 2023**. 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/jobsoff/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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