

**Assistant School Partnership and Field Experience Officer (Holding a substantive rank of Executive Assistant) (Ref: 2300359)
School Partnership and Field Experience Office**

The appointee will be responsible for providing administrative support to the daily operation of the Office. Major duties include liaising with internal and external parties for organising field-based student activities and placements, and handling student enquiries; assisting in coordinating school and community partnership projects in Hong Kong and beyond, including Greater Bay Area, and providing logistics support to events and functions; providing secretarial, administrative and multimodal IT support to the office; maintaining databases and supporting the effective management of information in the office; assisting the supervising officers in formulating and implementing marketing and networking plans to foster close relationship with the partners and stakeholders; providing support in preparing reports and proposal on Field Experience, internship and entrepreneurial activities and arrangement; and performing any other duties as assigned by supervising officer(s) from time to time.

Applicants should have a Bachelor's degree, preferably with relevant post-qualification work experience in marketing, communications or customer service sector. They should demonstrate strong multi-tasking ability and organisational skills, proactive working attitude and be detail-minded. They should have high proficiency in English and Chinese (Cantonese and Putonghua) and a high level of computer literacy; excellent interpersonal and communication skills; and the ability to work independently and under pressure.

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 **10 April 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/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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