

**Clerk (Holding a functional title of Programme Coordinator) (Ref: 2300530)**  
**Department of Chinese Language Studies**

The appointee will be responsible for providing administrative support for programmes and courses development. He/she will assist in handling enquiries; providing logistical support to meetings and academic events; assisting in general course administration; and performing other duties as assigned by the supervisors. The appointee is expected to assume duty as soon as possible.

Applicants should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language and Mathematics in the HKDSEE; or Grade E (Level 2) or above in 5 subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent. He/she should have good command of written and spoken English and Chinese (Cantonese and Putonghua) and familiar with computer applications including Microsoft Word, Excel and PowerPoint. Experience in clerical support for tertiary institutes would be an advantage.

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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 **1 June 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. 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.**