

Executive Assistant

(holding a functional title of Assistant Global Affairs Officer) (Ref: 2300631) Global Affairs Office

Serving as an international relations arm of the University, the Global Affairs Office has its major responsibilities of development of international collaboration with strategic partners worldwide; promotion of the University internationally; recruitment of non-local students; and organising non-local experiential learning programmes including student exchange programmes. The Office is looking for a dynamic and committed individual with strong interests in this line of work.

The appointee will be responsible for assisting in promotion activities and student recruitment exercise, as well as providing support to student exchange programmes and institutional collaborations. Other duties include providing general assistance in various functions of the Office; liaising with external parties; and undertaking any other duties as required by supervising officer(s). Travelling to the Greater China region and other countries may be required.

Applicants should have a Bachelor's degree preferably with some post-qualification working experience. They should also have good knowledge of higher education in the Greater China region and other countries; good computer, interpersonal and communication skills; and be proficient in both English and Chinese. Working experience in local tertiary education 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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **19 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>.

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