

Executive Assistant (Ref: 2301107)
Faculty of Liberal Arts and Social Sciences

The appointee will be responsible for providing executive support to the Faculty in programme administration and to academic/teaching staff when necessary; serving as secretary / assistant secretary to Committees and other adhoc meetings; handling student and scholarship matters, assisting in organising student learning activities, supporting faculty co-ordination, event management, and programme promotional activities; designing posters, promotional materials and maintaining Faculty website; and performing duties relating to office administration and carrying out other job duties as assigned by supervisors.

Applicants should have a Bachelor's Degree, preferably with post-qualification working experience gained in tertiary institutions. Those with solid programme administration experience is highly desirable. They should be proficient in both English and Chinese (including Putonghua) with good interpersonal and IT skills. They should also be a good team player, attentive to details, self-motivated and able to work under pressure.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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 **12 October 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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