

Executive Assistant (Ref: 2301304)
Student Affairs Office (Leadership and Service Learning Section)

The appointee will be responsible for providing administrative and program support to the Student Affairs Office. Major duties include but are not limited to maintaining databases and records of student organisations and their activities, administering student-led activities funding support; supporting student development activities such as seminars, workshops and projects; liaising with internal and external parties and students at large; providing secretarial support to committees and workgroups; and performing any other duties as assigned by supervisors.

Applicants should have a Bachelor's degree, preferably with some full-time working experience. The ideal candidates should possess good interpersonal and communication skills, be attentive to details, with strong organisational skills and have the ability to work independently and as a team member. Proficiency in both English and Chinese (including Putonghua), work experiences in tertiary institutions and/or hands-on experiences in organising student events and activities will be advantageous.

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](#) and upload a full CV. **Review of applications will start from 15 December 2023, and will continue until the post is filled.** 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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