

Executive Officer I (Ref: 240045) Graduate School

The appointee will be responsible for providing administrative support to the Graduate School and high-level executive support to the Board of Graduate Studies. S/he will undertake a wide range of executive duties including organizing and managing a large amount of confidential data / proposals / information strategically; preparing and reviewing documents; drafting minutes / proposals / reports / summaries; providing secretariat support to various boards and committees; public relations; liaison with internal / external parties; working closely and smoothly with various academic units within the University and with external parties; assisting in ad hoc activities; and performing any other job-related duties as required by the Dean.

Applicants should have a Bachelor's Degree with at least 7 years of post-qualification full-time working experience at the executive level in tertiary education institutions. They should have high proficiency in both written and spoken English and Chinese. They should also have excellent organization, communication and interpersonal skills. They should be a good team player, attentive to detail, self-motivated, capable of multi-tasking 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](#) and upload a full CV. **Review of applications will start from 2 February 2024, 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/jobsoff/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>.

EdUHK is an Equal Opportunities Employer.