

Executive Assistant (Ref: 2400055)
Student Affairs Office (Leadership and Service Learning Section)

The appointee will be responsible for providing program and administrative support to the Student Affairs Office. Major duties include providing support for student development programmes and student-led projects, such as workshops, training, and conferences; coordinating surveys and managing data; drafting documents and promotional materials; liaising with internal and external parties and students at large; and performing any other duties as assigned by supervisors.

Applicants should have a Bachelor's degree, preferably with relevant full-time working experience. They should possess good interpersonal and communication skills, be passionate about working with university students, be attentive to details and the ability to work independently and as a team member. Additionally, proficiency in both English and Chinese (including Putonghua) and computer literacy are required. Having hands-on experience in organizing events and activities, as well as using Canva, Photoshop and Adobe Illustrator, will be advantageous. Salary will be commensurate with qualifications and experience. Occasion working outside normal office hours may be required.

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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 1 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/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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