

Executive Assistant (Ref: 2400125)
Centre for Higher Education Leadership and Policy Studies

The appointee will be responsible for providing administrative support to academic programme development, promotion, student admission, daily programme operation, timetabling, internship implementation, programme quality assurance and other academic activities; providing secretarial support to academic programme meetings, including organizing meeting, preparation of agendas and minutes, writing proposals and reports, and document translation; providing executive support to programme personnel in managing courses' e-learning systems, enrolment, and facility arrangements; liaising with programme personnel, students and external parties; and performing any other duties as assigned by the Centre Co-Directors or their delegates. The initial appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement.

Applicants should possess a Bachelor's degree, preferably with post-qualification working experience gained in the tertiary education setting. Applicants should be highly proficient in both English and Chinese (including Putonghua). They should have strong skills in interpersonal communication, time management, problem-solving, organization and IT. They should also be a good team player, highly attentive to details, self-motivated, and able to work under strict timelines. Experience in academic programme administration will be advantageous.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 on or before **22 February 2024**. 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.

Further information about the University is available at <http://www.eduhk.hk>.

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