

Assistant School Partnership & Field Experience Manager (Ref: 2400346) School Partnership and Field Experience Office

We are seeking enthusiastic and self-motivated individuals to provide administrative support to the University's Field Experience activities and school & community partnership schemes. Typical responsibilities include supporting the management of courses/projects; serving committees; organizing events, and carrying out general duties as assigned by supervisors. The appointment will be for a period of around 24 months.

The Executive Officer II will be responsible for planning and organizing student placements; coordinating school and community partnership and student activities in Hong Kong and beyond, including the Greater Bay Area; providing secretariat services to committees and working groups; preparing reports and proposals; liaising with schools, community partners and internal departments; and supervising a team of supporting staff.

The Project Officer will be responsible for administrative support to curriculum enhancement and community partnership schemes, including innovative e-learning/teaching, internship, entrepreneurial/ educational projects, conferences, webinars, workshops, or trip activities that help establish partnerships and promote partners' engagement in Hong Kong and beyond, including the Greater Bay Area.

Applicants should have a recognized degree, with several years of post-qualification working experience in tertiary institutions, public organizations or private sectors. They should have high proficiency in English and Chinese (Cantonese and Putonghua) as well as digital competency; excellent interpersonal and communication skills; and good analysis and problem-solving skills. They should be attentive to details 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 appointee will hold a substantive rank of Executive Officer II or Project Officer in the University.

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 **3 May 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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