

Executive Assistant (Ref: 2400791) Registry

The appointee will be required to assist in managing matters to learning and teaching initiatives, academic regulations, student assessments and records, class scheduling, course registration, examination scheduling and arrangements, issuance of academic documents, academic advising and degree audit; compiling student statistical data reports; organizing University events; preparing University publications; and maintaining websites. Other duties include providing secretarial support to committees and meetings; managing the information centre and handling students' enquiries; coordinating with faculties, departments and units; assisting in office management and staff supervision; and performing any other duties as assigned by supervising officers. The appointment will be for a period of 2 years.

Applicants should have a Bachelor's degree with good interpersonal and communication skills; be highly proficient in both English and Chinese (including Putonghua), and literate in MS Office, web applications and data analyses. Applicants should preferably be equipped with programme administration and records system management experience.

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 on or before **12 August 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. 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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