



香港教育大學
The Education University
of Hong Kong

Executive Officer II (Ref: 2500303) **Faculty of Humanities**

The appointee will be responsible for providing a wide range of executive support in programme development, programme operation and programme review; coordinating programme promotion and student recruitment activities; handling student matters; organising events; serving as Secretary to Examination Boards and Committees; and carrying out general administrative duties as required.

Applicants should have a recognised degree with several years of full-time relevant post-qualification working experience at the executive level, preferably at least 3 years of solid working experience related to programme administration in tertiary institutions, and excellent communication and interpersonal skills. They should be highly proficient in both Chinese (including Putonghua) and English, a good team player, attentive to details, self-motivated and able to work under pressure. A high level of computer literacy is also required.

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 **27 March 2025**. 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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