

Assistant Global Affairs Officer (Ref: 2501104) **Global Affairs Office**

Serving as an international relations arm of the University, the Global Affairs Office has its major responsibilities for development of international collaboration with strategic partners worldwide; promotion of the University internationally; recruitment of non-local students and student visas; and organizing student exchange programmes and summer schools. The Office is looking for a dynamic, organized, and detail-oriented individual with strong interests in this line of work.

The appointee will be responsible for (i) organizing Inbound Student Exchange Programme and Summer Schools, including maintaining and organizing student data and records; (ii) assisting in planning and executing student activities and events; (iii) liaising with students, partners, internal units and government officials to ensure smooth operations; (iv) managing and coordinate inbound student exchange activities; (v) handling student visa application processes for both exchange and non-local students efficiently and accurately; (vi) assisting with student visa application, submitting visa applications to the immigration authorities and distribute the visa labels correctly; (vii) liaising with immigration authorities and internal units to facilitate the visa process; (viii) maintaining accurate records of visa applications to ensure compliance with immigration and intuitional policies; and (ix) providing general assistance across various functions of the Office and undertaking any other duties as assigned by supervising officer(s). Travelling to the Greater China region and other parts of the world may be required.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience, strong attention to detail and excellent organizational skills, proficient in data management and record-keeping, the ability to work independently and handle multiple tasks effectively, and good communication and interpersonal skills. High proficiency in both English and Chinese (Cantonese and Putonghua) and be literate in computer applications including MS Word, Excel, PowerPoint, graphic design tools and web applications. Relevant experience in programme administration and student mobility gained in tertiary institutions is preferred.

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 Assistant 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 **28 October 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. 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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