

Executive Assistant (Ref: 2501193)
Faculty of Humanities

The appointee will be responsible for providing a wide range of administrative support to the academic programme development and daily operations, timetabling, handling students' general enquiries and matters, providing support for programme promotion and student recruitment activities such as Orientation, and Information Day, etc.; providing support to committees and meetings; writing proposals and reports; liaising with programme personnel, students and external bodies; and carrying out general administrative duties as required. The appointee will also be required to work closely with various administrative and academic units in the University and external parties in discharging the responsibilities and performing any other duties as assigned by supervisor(s). The initial appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement.

Applicants should have a recognised Bachelor's degree with at least one year of relevant post-qualification working experience. They should have high proficiency in both English and Chinese (Cantonese and Putonghua) and have good interpersonal, organisational and IT skills. They should also have a strong sense of responsibility and initiative, be self-motivated and attentive to details, and an effective team player. Experience in programme administration in tertiary education institutions will be an advantage. Immediately available 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 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 **9 December 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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