

Executive Assistant (Ref: 2501224)

Academy for Applied Policy Studies and Education Futures

The Academy for Applied Policy Studies and Education Futures (AAPSEF) is seeking an inspirational and energetic candidate for the position of Executive Assistant to support its expanding scope of learning and teaching initiatives. This is an exciting opportunity for individuals who wish to contribute to dedicated teams and advance their careers in tertiary education.

The appointee will provide a wide range of administrative and secretarial support to the work portfolio under the purview of the Programme Leader. The appointee will work with other administrative staff under the programme to provide clerical and operational support to programmes, such as the Master of Laws in National Security Law [LLM(NSL)]. The appointee's major duties will include:

- Provide a wide range of administrative duties to ensure the smooth operation of the programme, with a focus on programme admission and promotion;
- Assist in marketing, promoting, and admission process prior to the commencement of the programme;
- Carry out various programme administrative tasks pertaining to course operations once the programme has been launched;
- Provide assistance in meetings and communications internally with other Academies, Faculties, Departments and Units, and externally with non-University stakeholders including but not limited to donors and service sponsors;
- Prepare documentation (e.g., papers and presentations) related to any programme-related matters;
- Coordinate administrative processes for student activities and events;
- Maintain the general administration and records of the Programme Office;
- Perform any tasks as assigned by the Programme Leader and the Director/ Executive Co-Director(s) of AAPSEF.

The initial appointment will be for a period of 2 years with the possibility of renewal subject to mutual agreement.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. 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 **15 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.

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