

Executive Assistant (Ref: 2600069) Faculty of Liberal Arts and Social Sciences

The appointee will be responsible for providing support to various marketing activities and programme promotions in the Faculty. Duties include (a) maintaining Faculty websites and social media platforms; (b) coordinating and conducting outreach activities, school talks, and campus visits; (c) coordinating seminars, workshops, student recruitment events, and related logistics; (e) maintaining database and compiling reports; (f) assisting in advertising and budget monitoring; (g) liaising with external vendors and internal units; (h) coordinating the production of publicity materials, such as booklets, videos and souvenirs; (i) assisting in internationalisation matters; (j) carrying out general administrative duties and supporting faculty coordination; and (k) performing any other duties as assigned by supervisors. The appointee should be flexible in working hours. Traveling outside of Hong Kong and undertaking work as assigned by the University, where necessary.

Applicants should have a Bachelor's degree, preferably in Marketing, Public Relations Communication, Journalism, Design, Digital Marketing, Multi-media or a related discipline, preferably with some relevant post-qualification working experience. They should have good interpersonal and communication skills, a high proficiency in both English and Chinese (Cantonese and Putonghua), and be literate in computer applications including MS Word, Excel, PowerPoint and web applications. Knowledge of design software will be an advantage. The appointee should be responsible, able to work independently or as a team member, and capable of working under pressure.

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 **20 February 2026**. 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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