

Executive Assistant (Ref: 2600277)
Department of Literature and Cultural Studies

The appointee will support the Department's administration. Key responsibilities include supporting academic programme/course development, timetabling exercise, promotion, daily programme/course operation and student matters; serving as the main contact for student inquiries; providing secretarial support to committees, working groups and meetings; writing reports and proposals; supporting quality assurance initiatives, department events and scholars' visits; assisting with teaching and learning, research and KT matters; liaising with internal departments, students and external parties; carrying out general administrative duties such as website and social media maintenance, office management and performing other duties as assigned by the supervisor and his/her delegates.

Applicants should have a Bachelor's Degree, preferably with some relevant post-qualification working experience, and in tertiary institutions. They should be proficient in both written and spoken English and Chinese (Cantonese and Putonghua). Strong communication, interpersonal, time management, problem-solving, organizational, and IT skills are required. They should be a good team player, able to work independently, highly attentive to detail, self-motivated and able to work under strict deadlines.

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 11 May 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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