

Executive Assistant (Ref: 2600410)
Faculty of Humanities

The appointee will provide administrative support to undergraduate programmes in the Faculty of Humanities. Major duties include programme administration, course registration, timetabling, handling student enquiries, maintaining programme records, servicing programme-related committees, preparing agendas, minutes and reports, supporting quality assurance exercises, coordinating student activities and programme promotion, and liaising with academic departments, central offices and external parties. The appointee will also perform 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, time management, organisational and IT skills. They should also be detail-minded, self-motivated, capable of working independently and multitasking. 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 **24 June 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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