

Executive Assistant (Ref: 2600793)

Department of Education Policy and Leadership

The appointee will provide executive and administrative support to the Department, with a primary focus on full-time undergraduate programme and course administration. Major duties include coordinating timetabling and course registration matters; supporting Honours/Capstone Project administration; assisting with teaching allocation and workload coordination; supporting course development, revision and promotion; liaising with academic staff, students and relevant University units on student cases and teaching-related matters; coordinating grade submission and related quality assurance processes; providing secretarial support to the Departmental Committees; and facilitating recruitment, appointment and timesheet administration for part-time teaching staff. The appointee will also perform any other duties as assigned by the Head of Department or the Department.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience, good interpersonal and communication skills, high proficiency in both English and Chinese (Cantonese and Putonghua) and be literate in computer applications including MS Word, Excel, PowerPoint and web applications. He/she should be responsible, able to work independently, and capable of working under pressure. Relevant experience in programme administration gained in tertiary institutions is preferred. Fluency in Putonghua will be an advantage.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **21 September 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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