

**Executive Assistant (Ref: 2600819)**  
**Faculty of Education and Human Development**

The appointee will be responsible for providing administrative support to academic programmes, including arranging and recording meetings, preparing reports and proposals, translating documents, handling student admission, and scholarship matters, liaising with students, programme personnel and external organizations, and assisting in the organization of programme-related and student activities. The appointee will also support faculty coordination, events, website management; and other duties assigned by supervisors.

Applicants should have a Bachelor's Degree, preferably with post-qualification experience in tertiary institutions. Those with solid experience in programme administration are highly desirable. They should be proficient in written and spoken English and Chinese, including Putonghua, and possess strong interpersonal, time management, organizational, and IT skills. The ideal candidate should also be a good team player, detail-oriented, self-motivated, and able to work under tight 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 **8 October 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>.

**EdUHK is an Equal Opportunities Employer.**

