

Executive Office II (Ref: 2600868)
Department of Science and Environmental Studies

The appointee will be responsible for providing a wide range of executive and administrative support for the academic programme administration including liaising with internal and external parties; assisting with programme development, implementation, monitoring, and review; coordinating programme promotion and scholarship applications; arranging class timetables and teaching workloads; handling student-related matters; and organising events, seminars, and student learning activities. The appointee will also coordinate internship and placement arrangements by liaising with organisations, supporting students, monitoring placements, and maintaining relevant records. Other duties include serving as secretary to boards, committees, and working groups, undertaking general administrative work, supervising junior staff, and performing any other duties assigned by supervisors.

Applicants should possess a Bachelor's Degree with several years of post-qualification work experience, preferably with two years of programme administration experience in tertiary institutions. Experience in coordinating internships or student placements will be an advantage. Applicants should be proficient in both written and spoken English and Chinese (Cantonese and Putonghua), and possess excellent interpersonal, communication and organization skills. They should be self-motivated, meticulous, able to work independently and collaboratively, and capable of prioritising tasks and meeting 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 **20 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/jobsoff/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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