Executive Assistant (Ref: ExeA/CCA/0719a)
Department of Cultural and Creative Arts

The appointee will be responsible for providing executive support to the department. Duties include providing all-rounded administrative support for teaching and academic activities; assisting in timetabling and workload allocation; assisting in staff appointment and student matters; assisting in the coordination of students awards/prizes/scholarships; drafting proposal and reports, taking minutes and keeping records; liaising with external parties for academic collaboration and student learning activities; and performing any other duties as assigned by the Head of Department, supervisor(s) and/or their delegate(s). The appointment will be for a period of one year with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor’s degree preferably with relevant work experience. Strong organizational and multi-tasking skills are essential. They should be self-motivated, attentive to details, able to work independently and under pressure, highly proficient in both English and Chinese (Cantonese and Putonghua).

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

Application Forms are obtainable from (a) http://www.eduhk.hk/hro/applyfor.htm; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro1@eduhk.hk or by post to the above address on or before 12 August 2019. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope. 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.

Further information about the University is available at http://www.eduhk.hk.

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