Executive Assistant (Ref: 2000044)  
Student Affairs Office (Leadership and Service Learning Section)

The appointee will be responsible for providing programme and administrative support to the Leadership and Service Learning Section of Student Affairs Office. Duties include keeping records and data management; liaising with internal and external parties and students at large; drafting documents and correspondence; supporting student development projects and other activities such as workshops, seminars and conferences; and performing any other duties as assigned as appropriate.

We look for people who are self-motivated with positive personality and passion for working with students. Applicants should have a Bachelor’s degree with some full-time working experience. They should have proficiency in both English and Chinese (including Putonghua); and literacy in computer applications, especially in Photoshop / Adobe Illustrator and MS Excel. Experience in delivering student development activities / community services, or working in local tertiary education institution(s) would be an advantage.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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 25 May 2020. 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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